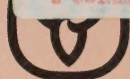


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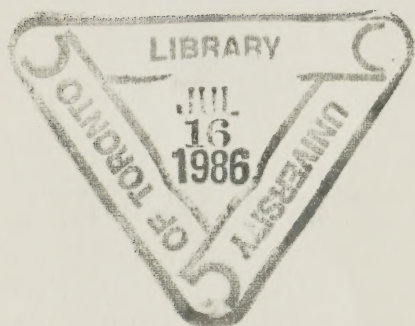


Ontario

KWIC *Index to Services* of Your Ontario Government

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1. Do you find the KEY WORDS listed in the yellow pages enable you to find easily the source for the service you require?

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KWIC Index

To Services of Your Ontario Government

Spring 1986



Ministry of
Government
Services

Information
Services Branch
Access Databases &
Directories Section

Hon. Elinor Caplan
Minister
Gérard J. M. Raymond
Deputy Minister

April, 1986

The KWIC (Key Word in Context) INDEX TO SERVICES OF YOUR ONTARIO GOVERNMENT is prepared by the Information Services Branch, Access Databases and Directories Section. It is designed to provide the user with "key word" access to the descriptions of the branches, programs and agencies of the Ontario Government. If you have any comments or suggestions about the KWIC INDEX, please contact us at 965-7135, and/or fill in the questionnaire on page i and send it to:

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Map of Queen's Park and Vicinity

A map of the Queen's Park area is included in this edition; see page 510.

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PARLIAMENT

(encompasses three areas of responsibility)

LEGISLATIVE

- enacts, amends, and repeals legislation
- authorizes the collection of funds
- debates the policies put forth by the Government

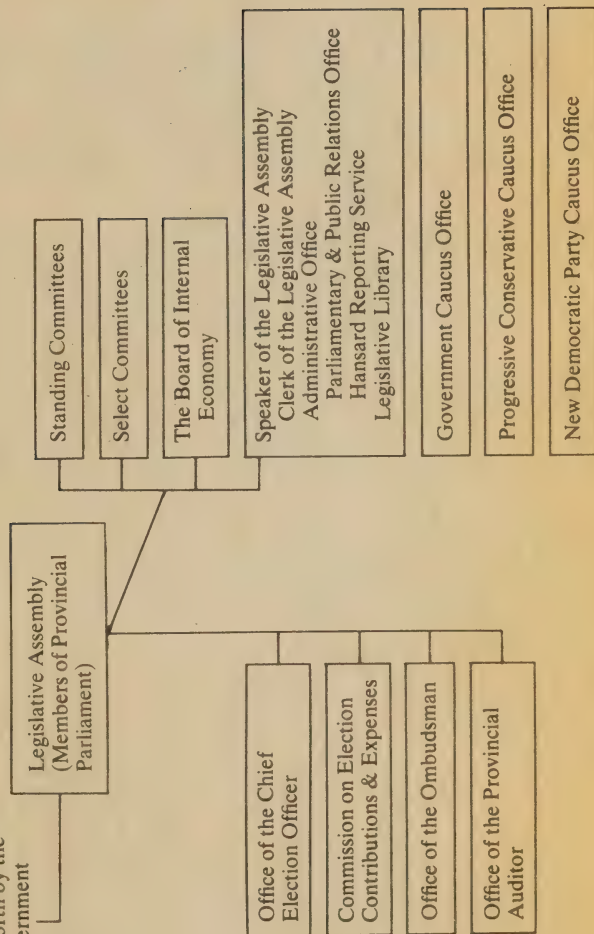
JUDICIARY

- adjudicates civil & criminal disputes through all levels of courts in the province

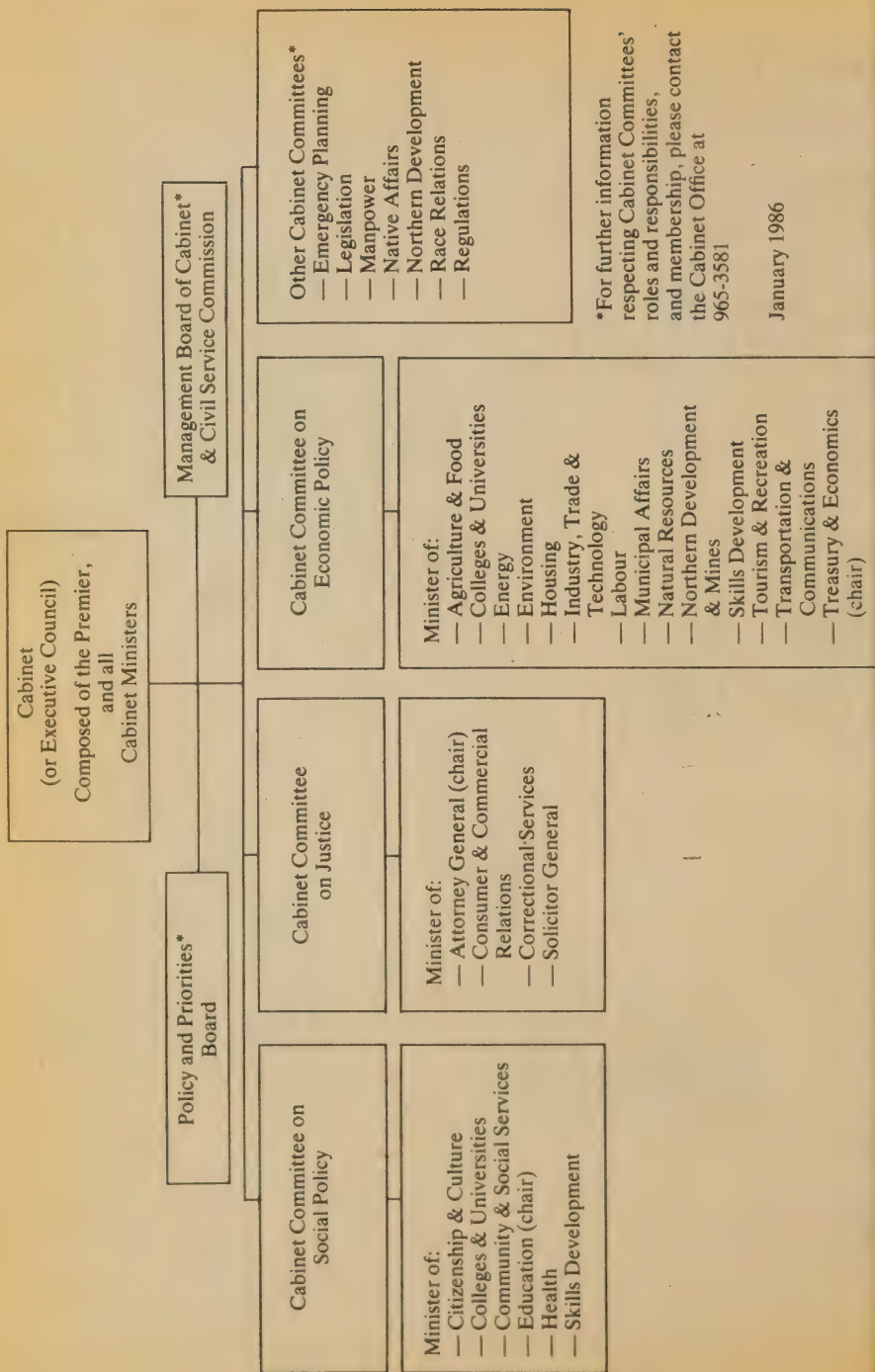
EXECUTIVE

- formulates government policy
- administers government programs

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CABINET AND ITS COMMITTEES



*For further information
respecting Cabinet Committees'
roles and responsibilities,
and membership, please contact
the Cabinet Office at
965-3581

January 1986

THE ONTARIO GOVERNMENT

The three major divisions of parliamentary government in Ontario are the Executive, the Legislative and the Judiciary.

Executive: The Queen, represented by the Lieutenant Governor is the nominal executive and head of state. The Premier and Ministers of the Crown (Cabinet) form the active executive, formulate government policy and administer its programs.

The basic units of the administrative structure headed by the office of the Premier are the 26 Ministries (e.g., Education, Health, Environment), each responsible to a Minister in Cabinet.

Legislative: The legislative function is the responsibility of the Legislative Assembly composed of the elected members, including the Premier and other Ministers. The Assembly performs three main functions, namely: legislative - enacts, amends and repeals legislation; financial - authorizes the imposition of taxes and reviews expenditure estimates; critical - discusses and criticizes policies put forward by the Executive.

Judiciary: The judiciary is responsible for the administration of justice by adjudicating civil and criminal disputes through the Ontario courts system which is constituted by provincial statute. Provincial court judges are appointed provincially by the Lieutenant Governor In Council; county, district court and Supreme Court of Ontario judges are appointed federally by the Governor General in Council. Courts administration is the responsibility of the Ministry of the Attorney General.

The information in the KWIC Index aims to outline the powers and responsibilities of the Legislative Assembly, the Cabinet and its committees and the branches and agencies that report to a Cabinet Minister or to the Lieutenant Governor in Council through a Minister.

THE CABINET

CABINET

CABINET 1

Legislative Bldg., Rm. 381
Queen's Park, Toronto M7A 1A1
416-965-1945

The Cabinet, officially called the **Executive Council**, exercises the executive power of the Ontario Government. The Cabinet is comprised of the Premier, Ministers, whose responsibility it is to direct ministries and Ministers without portfolio. The **Cabinet Office** provides staff support for Cabinet, the Policy and Priorities Board of Cabinet and the Cabinet Committees on Legislation, Justice, Economic Policy, Social Policy and other committees as required. For information on the structure of Cabinet (Executive Council) write to Cabinet Office at the above address.

SECRETARIAT FOR DISABLED PERSONS

CABINET 2

700 Bay St., 3rd Flr.
Toronto M5G 1Z6
416-965-3165
TTY/TDD 416-965-8042

The Secretariat for Disabled Persons has three primary responsibilities: public inquiry,

4 The Ontario Government

promotion and awareness of programs for **disabled persons**, and the review, analysis and coordination of policy.

Special attention is directed to increasing the awareness and responsiveness to the abilities and needs of disabled persons and to providing a focus by which **information** on Government of Ontario programs and services can be readily accessed.

ONTARIO ADVISORY COUNCIL ON THE PHYSICALLY HANDICAPPED

CABINET 3

700 Bay St., 2nd Flr.
Toronto M5G 1Z6
416-965-9537

The Ontario Advisory Council on the Physically Handicapped advises the government on issues concerning people with **disabilities** in Ontario.

The 17 members meet regularly in Toronto and hold periodic consultation meetings across the province. Council reports to the Legislature through the Minister Without Portfolio for Disabled Persons and publishes an annual report.

SENIORS SECRETARIAT

CABINET 4

700 Bay St., 3rd Flr.
Toronto M5G 1Z6
416-965-5106

The **Ontario Seniors Secretariat** reports directly to the Minister Without Portfolio responsible for Senior Citizens Affairs. The Seniors Secretariat coordinates information on government programs and services for seniors by producing the '**Guide for Senior Citizens**' (in English and French) and/or an insert in 'Especially for Seniors', a quarterly newsletter sent to seniors. It also promotes **Ontario Senior Citizens' Month** each June; provides **research** support for eligible projects; assists in policy development with line ministries; financially supports the Crane Memorial Library on geriatric and gerontological literature and maintains links with a wide variety of seniors' organizations and professional groups in the private/voluntary sector. In September 1985, the Seniors Secretariat published a series of reports based on the findings of the United Senior Citizens of Ontario study - **Elderly Residents in Ontario**. The reports, which were based on data gathered in the USCO survey of 846 community residents from eight areas in the province, provide base line information on the living situation of **senior citizens** who reside in the community.

ADVISORY COUNCIL ON SENIOR CITIZENS

CABINET 5

700 Bay St., Ste. 203
Toronto M5G 1Z6
416-965-2324

The Advisory Council on Senior Citizens consists of fourteen members appointed by Order-in-Council who represent the major areas in Ontario. Members have both professional and voluntary backgrounds in the field of aging. Council's role is to advise government on ways to improve the quality of life of **senior citizens**. General meetings of all council members are held regularly. An annual report is published. The Council reports to the Legislature through the Minister Without Portfolio for Senior Citizens Affairs. The Council produces a quarterly newsletter, '**Especially for Seniors**' which is sent to Ontario senior citizens who receive the Old Age Security Pension.

ACTS

ACTS

CABINET 6

The Office of the Premier administers the following Acts.

Executive Council Act
Lieutenant Governor Act
Policy and Priorities Board of Cabinet Act
Representation Act

MANAGEMENT BOARD OF CABINET

Frost Building South

Queen's Park, Toronto M7A 1Z6

The Treasury Board preceded the Management Board of Cabinet. The Treasury Board composed of members of the Executive Council, was first established in 1886 under the Audit Act, and continued from 1954 under the Financial Administration Act. The Board with the Treasurer as Chairman, acted as a committee of the Executive Council on all matters relating to finance, revenues, estimates, expenditures and financial commitments.

Amending legislation of 1956 and later years provided that the Board should have a Secretary with a staff. The Treasury Board Secretariat came to function as a department.

In December, 1971, the Management Board of Cabinet and its Secretariat were established under the Management Board of Cabinet Act.

MANAGEMENT BOARD OF CABINET

MANAGEMENT BOARD OF CABINET

MBC

Frost Bldg. S., 7th Flr.

Queen's Park, Toronto M7A 1Z6

416-586-2000

The Management Board of Cabinet is the Committee of Cabinet comprising a Chairman (586-2020), a Vice-Chairman and six other members of the Executive Council designated by the Lieutenant-Governor-in-Council, responsible for coordinating the financial and administrative operations of the government. The Board operates under the authority of the Management Board of Cabinet Act. It officially represents the Government of Ontario as the employer of its public servants.

MANAGEMENT BOARD SECRETARIAT

MANAGEMENT BOARD SECRETARIAT

MBC

Frost Bldg. S., 7th Flr.

Queen's Park, Toronto M7A 1Z6

416-586-2000

The Management Board Secretariat provides the staff assistance required by the Management Board of Cabinet. Divisions and branches of the Management Board Secretariat are described in the entries that follow. The Office of the Secretary directs the operation and administration of the Management Board Secretariat.

PROGRAMS AND ESTIMATES DIVISION

PROGRAMS AND ESTIMATES DIVISION

MBC

Frost Bldg. S., 6th Flr.

Queen's Park, Toronto M7A 1Z6

416-586-2131

The Programs and Estimates Division is responsible for corporate expenditure and manpower control and the Expenditure Estimates process, and is a major participant in the Government's Resource Allocation process. It ensures that formal attention is given to

sults in the management of programs. It supports and advises Management Board and her Cabinet Committees in reviewing program implementation plans and proposals, and assessing the financial, manpower and results implications of proposed new or revised legislation, regulations, policies and programs. To discharge these functions the division is organized into three branches: Education and Social Services (586-2060), Justice and General Government (586-2001), and Resources Development (586-2022).

These three branches have common responsibilities in relation to the ministries and Cabinet Committees. The fourth branch, Expenditure Policy and Divisional Services (586-2070) coordinates general expenditure and manpower policy and control and provides divisional services. The Managing By Results Project (586-2076), is responsible for the further development and refinement of the MBR concept and the provision of advice and support to strengthen program results accountability in all ministries.

INFORMATION TECHNOLOGY DIVISION

INFORMATION TECHNOLOGY DIVISION

MBC 4

Wellesley St. W., 4th Flr.

Toronto M7A 1Z6

6-586-2121

The Information Technology Division, Management Board Secretariat, develops and supports corporate administrative policies, strategies and plans which encourage the effective use of information technology in the Ontario Government.

In addition, it provides advice and information to the Chairman and Secretary of the Management Board of Cabinet on information technology issues and provides information systems support services and facilities to the Management Board Secretariat.

The Information Technology Division administers a **Technology Opportunity Fund** that provides development funds to ministries to encourage the wise use of new technologies for improved government productivity.

MANAGEMENT POLICY DIVISION

MANAGEMENT POLICY DIVISION

MBC 5

Post Bldg. S., 6th Flr.

Queen's Park, Toronto M7A 1Z6

6-586-2030

Management Policy Division is responsible for the development and administration of Management Board approved administrative and management policies. These cover a wide range of administrative activities including procurement of goods and services, real property and creative services, **Freedom of Information**, agency administration, employee expenses and the **Visual Identity Program**. This division provides advice to Management Board on exemptions from such policies as well as revisions to existing ones. A major responsibility is the provision of information and advice to ministries of the Ontario Government concerning their administrative and management systems. The division is also responsible for the Ontario **Manual of Administration Volume 1**.

Management Policy Division promotes effective government organization and develops and applies policies to ensure consistency in government administration. It advises Management Board and the ministries on changes to existing organizations and the establish-

8 Management Board of Cabinet

ment of new ones, on the number and nomenclature of executive positions and the organizational implications of new policies and programs. Advice is provided to Management Board on the roles, responsibilities and reporting relationships of agencies in the Ontario Government.

ACTS

ACTS

MBC

The following is a list of Acts administered by the Management Board of Cabinet.

Management Board of Cabinet Act, 1971

Public Service Act, 1981

Successor Rights (Crown Transfers Act), 1977

Superannuation Adjustment Benefits Act

CIVIL SERVICE COMMISSION

Frost Building South
Queen's Park, Toronto M7A 1Z5

The Public Service Act established the Civil Service Commission to develop policies, procedures and guidelines for the management of human resources in the Ontario Public Service. Although the Commission is often referred to as the corporate personnel agency of the Ontario Government, much of the personnel administration, such as classification and staffing, is delegated by the Commission through the deputy ministers of each ministry to their personnel branches.

The Civil Service Commission itself is divided into two parts: the Commission with its board of seven commissioners, including the chairman; and the staff of the Commission. In summary, the Commission's responsibility is to ensure the continuance of the concepts of public service such as the merit principle, equitable treatment and appropriate pay. The staff of the Civil Service Commission develops personnel policies, procedures and guidelines which enable the ministries to carry out their operating responsibilities.

The staff of the Commission also represents the government as employer in collective bargaining to ensure that the treatment of employees is equitable in terms of pay, benefits and working conditions.

HUMAN RESOURCES DIVISION

RECRUITMENT BRANCH POLICY SECTION

CIV SERV 1

Frost Bldg. S., 2nd Flr.
Queen's Park, Toronto M7A 1Z5
(416)965-1483

The Policy Section develops and monitors the application of staffing policies and provides advice, interpretation and assistance to ministries conducting their own recruitment and selection activities under delegated authority. By monitoring ministry staffing activities, the section can provide information for decisions made at both ministry and corporate levels. The section also undertakes policy-related projects to improve and streamline the staffing process.

RECRUITMENT BRANCH TRAINING SECTION

CIV SERV 2

Frost Bldg. S., 2nd Flr.
Queen's Park, Toronto M7A 1Z5
(416)965-1483

The Recruitment Branch, Training Section designs, develops and delivers a comprehensive program of training in the staffing process for **personnel** administrators and line managers of the **Ontario Public Service**. Topics covered include developing selection criteria for positions, writing job advertisements, designing rating and ranking systems, developing interview questions and interview skills.

RECRUITMENT BRANCH
STAFFING SECTION

CIV SERV 3

Frost Bldg. S., 1st Flr.
Queen's Park, Toronto M7A 1Z5
416-965-6081

The Recruitment Branch, Staffing Section provides staffing or recruitment services for the ministries, agencies, boards and commissions of the Ontario government and an **employment** service to the public. Services to ministries include advice and help in special staffing situations involving **employment** of the **disabled**, placement of **employees** returning to work from extended sick leave (**Long Term Income Protection**) and advice on special education or work programs. The Staffing Section also maintains a **Central Inventory** file of qualified **job** applicants for use by ministries to fill vacancies at the entry level for clerical and office services positions. Services to the public include **employment** information and advice (those qualified are placed on the Inventory) and the provision of **job** information to secondary and post-secondary **schools**. The Staffing Section conducts a **Work Week Experience Program** for **students** at the secondary school level. It also operates the Government of Ontario Temporary **Employment (G.O. TEMP.)** program, providing ministries with temporary employees upon request.

SENIOR APPOINTMENTS AND COMPENSATION

CIV SERV 4

Frost Bldg. S., 3rd Flr.
Queen's Park, Toronto M7A 1Z5
416-965-5435

The Senior Appointments and Compensation Office provides staff support services for the **Senior Appointments Advisory Committee**. The office implements all aspects of recruitment, appointments, compensation, classification and **career** development for **Ontario Public Service** executive categories.

STAFF DEVELOPMENT BRANCH

CIV SERV 5

151 Bloor St. W., 9th Flr.
Toronto M5S 1S4
416-965-3935

The branch has four sections. The Corporate Counselling Section (965-9604) provides career counselling to **Ontario Public Service employees** in Toronto and selected regional locations. It complements each ministry's **career counselling** program.

The Planning and New Programs Section (965-7095) advises the ministries, Civil Service Commission and Management Board on human resources (**manpower**) planning and development policies and programs, and innovative management practices (**quality of working life**).

The Staff Development Services Section (965-1438) identifies staff development needs of **Ontario Public Service employees**. It develops and conducts appropriate learning experiences, e.g. courses, consulting projects, to meet these needs and evaluates the effectiveness of this training. Courses and seminars are held at suitable training locations throughout the province.

The French Language Services Section (965-6353) provides **French** language training to **Ontario Public Service employees**. It coordinates exchanges of Ontario government employees with Quebec and administers the **Ontario-Quebec Summer Student Job Exchange**.

program. The section facilitates the participation of public servants in out-of-province French training programs and assists ministries in recruitment of bilingual staff.

ASSISTANT DEPUTY MINISTER STAFF RELATIONS AND COMPENSATION DIVISION

STAFF RELATIONS AND COMPENSATION DIVISION

CIV SERV 6

Post Building S., 3rd Flr.
Queen's Park, Toronto M7A 1Z5

The Staff Relations and Compensation Division acts on behalf of the employer in all matters concerning collective bargaining and employee relations; develops, recommends, implements and maintains policies and standards with respect to pay and position administration; monitors pay and classification in the public service; develops policies on benefits for public servants and coordinates public sector pension plan issues; provides advice and guidance to ministries and government agencies on special compensation issues.

STAFF RELATIONS BRANCH

CIV SERV 7

Post Bldg. S., 2nd Flr.
Queen's Park, Toronto M7A 1Z5
16-965-2002

The Staff Relations Branch represents the Crown as the employer in all **collective bargaining** in the **Ontario Public Service**. It determines and coordinates policy on **labour relations** for all ministries. The branch collects, analyzes and exchanges **statistics** and other data on **employment** and compensation (**pay policy**) practices in the public and private sectors.

BENEFITS POLICY BRANCH

CIV SERV 8

Post Bldg. S., 2nd Flr.
Queen's Park, Toronto M7A 1Z5
16-965-9419

The Benefits Policy Branch develops, recommends, implements and maintains policies with respect to **pensions** and **benefit** programs for **Ontario Public Service (OPS) employees**. It coordinates public sector pension plans, activities of committees monitoring pension escalation fund and **insurance** programs; assists the Staff Relations Division in negotiating employee benefits in the OPS and produces, updates and distributes information on benefits and pensions to all civil servants. For questions regarding administration of benefit plans call the respective ministry personnel branch, or Employee Benefits and Data Services Branch, Ministry of Government Services, 965-6861, see entry MGS 13.

PAY AND CLASSIFICATION BRANCH

CIV SERV 9

Post Bldg. S., 2nd Flr.
Queen's Park, Toronto M7A 1Z5
16-965-1022

The Pay and Classification Branch administers the classification of all non-executive positions in the **Ontario Public Service (OPS)**. It develops policy and standards for classification of **Ontario Public Service employees** and makes recommendations to the Commission on **pay policy** concerning **Ontario Public Service employees**. It prepares, for approval

12 Civil Service Commission

by Management Board and in conjunction with Staff Relations Branch, the government's objectives in negotiations with **Ontario Public Service Employees Union (OPSEU)** covering pay. The branch recommends pay revisions for management classes and develops the technology used in the maintenance of pay determination processes, monitoring and cost forecasting systems.

It provides training for personnel officers and line managers in **compensation**.

CHAIRMAN'S OFFICE

ADMINISTRATIVE SERVICES BRANCH

CIV SERV 10

Frost Bldg. S., 3rd Flr.
Queen's Park, Toronto M7A 1Z5
416-965-1463

Administrative Services Branch provides and coordinates administrative services to the Civil Service Commission. It also administers certain corporate programs on behalf of the Commission to the ministries.

Financial and Office Services (965-5404) provides budgetary, accommodation, telecommunications, word processing and office automation advisory services to the management of the Civil Service Commission; supplies administrative support to the Civil Service Commissioners and senior management committee; liaises with Management Board Secretariat on ministries' submissions to the Board relating to human resources and provides a public **reading room**.

Information Systems maintains and/or provides human resource information and assist management and staff of the Civil Service Commission with systems applications and/or procedures for obtaining, maintaining and using records. Information Systems also train Commission staff on micro-computers.

Personnel Services and Affirmative Action Section (965-2065) provides the Commission and Management Board Secretariat with services, advice and decisions on personnel administration. The Manager coordinates the **Affirmative Action Program** for the Commission.

Employee **Volunteer** Programs (965-6489), on behalf of the government as an employer coordinates the United Way campaigns throughout the province of Ontario. It coordinates the Employee Blood Donor Clinics and the Federated Health campaigns within the Metro Toronto region. Administrative support is also given to the **Quarter Century Club** of the Province of Ontario.

ADMINISTRATIVE SERVICES BRANCH COMMUNICATIONS

CIV SERV 1

151 Bloor St. W., 9th Flr.
Toronto M5S 1S4
416-965-5621, 965-4768

The Communications Section collects, edits and publishes material for **TOPICAL** and other publications of the Civil Service Commission, and coordinates and processes personnel **advertising** in **JOB MART** and external media.

This section coordinates, edits and publishes Volume 2 and its supplement of the **Manual**

of **Administration**, the Public Service Act and Regulations, the annual report of the Civil Service Commission as well as internal newsletters and other directives.

The Communications Section provides marketing and publishing advice to other areas of the Civil Service Commission as requested.

**ADMINISTRATIVE SERVICES BRANCH
CHAPLAINCY COORDINATION**

CIV SERV 12

151 Bloor St. W., 9th Flr.

Toronto M5S 1S4

416-965-3733

The Chaplaincy Coordination Section coordinates policies and procedures relating to the provision of **chaplaincy** services in ministries with institutions. It provides liaison between **churches** and these ministries on a provincial and regional basis.

PERSONNEL AUDIT BRANCH

CIV SERV 13

101 Bloor St. W., 5th Flr.

Toronto M5S 1P7

416-965-2091

Personnel Audit Branch provides a continuing internal evaluation of the application of formal **personnel** administration requirements in the **Ontario Public Service** as a service to senior management in the Commission and in ministries. Its findings and recommendations serve as a basis for administrative action as required.

ROYAL COMMISSIONS, SPECIAL PURPOSE BODIES AND OTHERS

ROYAL COMMISSIONS, SPECIAL PURPOSE BODIES AND OTHERS

COMM 1

There are several categories of Ontario government agencies, boards and commissions.

Royal Commissions are investigatory bodies appointed by Order-in-Council under the **Public Inquiries Act** to inquire into a specific public concern. Over 30 different commissions have been appointed since 1973 including investigations of sudden or catastrophic events (e.g., Royal Commission on the Grand River Flood), investigations of the conduct of public service employees (e.g., Royal Commission Concerning Police Activities) and investigations to assist the government in determining policy (e.g., Royal Commission on Health Records). The Public Inquiries Act, administered by the Ministry of the Attorney General, governs the methods and procedures used by a royal commission. e.g., subpoena powers, hearings. Royal commissions report to the Cabinet. The existing royal commissions are listed below.

Agencies, boards, institutes, foundations, tribunals, councils or Crown corporations are created under specific Acts which are administered by the appropriate Ministry. **Advisory councils or committees** and task forces are appointed by a Minister if empowered by the Ministry Act or by Order-in-Council to examine, or advise the government or a ministry on specific matters. Some of these agencies are unfunded while others are either funded directly or with access to the Consolidated Revenue Fund. The agencies perform three basic functions: advisory (e.g., Advisory Council on Senior Citizens), regulatory (e.g., Liquor Licence Board of Ontario) and operational (e.g., GO Transit). Agencies vary in size and activities and are accordingly structured where program delivery requires operational flexibility or particular publicity (e.g., Ontario Lottery Corporation) or where delivery should not be subject to undue influence from a Minister or Ministry (e.g., the quasi-judicial Ontario Labour Relations Board). Not all existing agencies are included in this book. Agencies covered are listed under the Ministry or Policy Field through which they report to the Legislature (e.g., Workers' Compensation Board under the Ministry of Labour).

Judicial inquiries, tribunals which are usually short-term, may be appointed under specific Acts to examine special legal circumstances. Their judgments are based on government policy or law.

COMMISSION OF INQUIRY INTO RESIDENTIAL TENANCIES

COMM 2

180 Dundas St. W., 22nd Flr.
Toronto M5G 1Z8
416-963-2533

The Commission of Inquiry into Residential Tenancies was established in November 1982 to inquire into all aspects of the current system of **rent review** under the **Residential Tenancies Act** in order to determine what changes in the present law might be necessary to provide fair and equitable treatment of landlords and tenants under a system of rent review.

LEGISLATIVE OFFICES

Legislative Building

Queen's Park, Toronto M7A 1A2

LEGISLATIVE ASSEMBLY

LEGISLATIVE 1

The Legislative Assembly, commonly called the House, consists of 125 men and women **Members of Provincial Parliament (MPP)** elected by people in their constituencies to represent them at Queen's Park. The Legislative Assembly performs three main functions: legislative (considers proposals for **legislation** or **bills**; enacts, amends and repeals legislation); financial (authorizes the collection of funds from the people of Ontario); and critical (criticizes the policies put forth by the Premier and the Cabinet to ensure that policies are in the best interests of the public). The Speaker of the Assembly is the presiding officer and is responsible for both policy and operations of the Legislature. The Clerk of the Assembly is the principal permanent officer of the Assembly and is responsible for providing the Speaker and MPPs with procedural advice. The Director of Administration is responsible for financial, personnel and other associated administrative services for the Legislature.

Another important feature of the Legislative Assembly is the committee system, which is designed to enhance the legislative process. There are three types of committees, commonly known as **Standing Committees**, **Select Committees** and the **Committee of the Whole House**. These committees are involved in reviewing legislation, scrutinizing budget estimates and undertaking special studies or investigations.

Standing Committees, composed of a group of Members drawn from each political party, are created and given areas of jurisdiction at the beginning of each session. Standing committees meet as long as the Legislative Assembly is in session and often during recesses, and report to the Assembly from time to time on matters referred to them. Standing Committees are automatically terminated when a session ends.

Select Committees, composed of fewer Members than Standing Committees, are ad hoc groups appointed by the Legislative Assembly to inquire into specific and complex issues. Once a Select Committee's task is completed, it is dissolved.

Committee of the Whole House is the term used to refer to the Legislative Assembly when it sits in the House to debate certain matters (usually a bill after it has had second reading). Instead of the Speaker, it is the Deputy Speaker or the Chairman of the Committee of the Whole House who presides over this sitting.

Information on select and standing committees may be obtained from the Office of the Clerk of the Legislative Assembly, Legislative Building, Queen's Park, Toronto M7A 1A2, telephone 416-965-1406.

Members of Provincial Parliament and their **constituency offices** are listed below. The list consists of two parts: member/constituency and constituency/member. The member/constituency list includes constituency addresses and local and toll-free telephone numbers for each MPP. Refer to the Government of Ontario Telephone Directory for MPPs' local telephone numbers in Queen's Park, Toronto.

MEMBER/CONSTITUENCY

Richard Allen, NDP
(Hamilton West)
278 King St. W.
Hamilton L8P 1B1
416-527-2556

Philip Andrewes, PC
(Lincoln)
520 Ontario St.
Beamsville L0R 1B0
416-563-7002
If long distance ask
operator for Zenith 76540

George Ashe, PC
(Durham West)
37 Station Plaza
Ajax L1S 1S2
416-683-6707

Reuben Baetz, PC
(Ottawa West)
360 Richmond Rd.
Ottawa K2A 0E8
613-729-9310

Bill Barlow, PC
(Cambridge)
13 Ainslie St. S.
Cambridge N1R 3J9
519-623-5852
If long distance ask
operator for Zenith 23140

Claude Bennett, PC
(Ottawa South)
1695 Bank St., Main Flr.
Ottawa K1V 7Z3
613-733-6801

Leo Bernier, PC
(Kenora)
99 Drewry Ave.
Kenora P9N 2X7
807-468-6311 and

255 Van Horne Ave.
Dryden P8N 2C3
807-223-3000
If long distance ask
operator for Zenith 52990 and

Box 443
Sioux Lookout P0V 2T0
807-737-1665 and

First St., P.O. Box 99
Hudson P0V 1X0
807-582-3594

Maurice Bossy, LIB
(Chatham Kent)
30 Raleigh St.
Chatham N7M 2M7
519-351-3713

Hon. James Bradley, LIB
(St. Catharines)
71 King St., Ste. 201
St. Catharines L2R 3H7
416-684-1661

Andy Brandt, PC
(Sarnia)
155 N. Front St.
Seaway Towers
Sarnia N7T 7V5
519-344-9434

Mike Breaugh, NDP
(Oshawa)
40 King St. W., 2nd Flr.
Oshawa L1H 1A4
416-723-2411

Marion Bryden, NDP
(Beaches-Woodbine)
2118 Danforth Ave.
Toronto M4C 1J9
416-421-1810

Robert V. Callahan, LIB
(Brampton)
 50 Kennedy Rd. S.
 Clarence Square Mall
Brampton L6W 3E3
 416-453-8453

Hon. Elinor Caplan, LIB
(Oriole)
 30 Esterbrooke Ave., Ste. 201
North York M2J 2C4
 416-494-6856 or 494-2812

Brian Charlton, NDP
(Hamilton Mountain)
 588 Queensdale Ave. E., 3rd Flr.
Hamilton L8V 1M1
 416-388-9734

Hon. Sean Conway, LIB
(Renfrew North)
 203 Renfrew St.
Pembroke K8A 5S2
 513-735-6627
 If long distance ask
 operator for Zenith 20970

Dave Cooke, NDP
(Windsor-Riverside)
 4848 Tecumseh Rd. E.
Windsor N8T 1B8
 519-944-4343

David R. Cooke, LIB
(Kitchener)
 742 King St. W.
Kitchener N2G 1E7
 519-749-0500

Joseph Cordiano, LIB
(Downsview)
 1056 Wilson Ave., Ste. 101
Downsview M3K 1G6
 416-630-8931

Donald Cousens, PC
(York Centre)
 8444 Woodbine Ave.
Markham L3R 4X7
 416-475-0021

Sam Cureatz, PC
(Durham East)
 34A King St. W.
Bowmanville L1C 1R3
 416-623-6663
 If long distance ask
 operator for Zenith 13140 and

909 Simcoe St. N., Ste. 4
Oshawa L1G 4W1
 416-571-2084

Hon. Alvin Curling, LIB
(Scarborough North)
 4002 Sheppard Ave. E., Ste. 204
Scarborough M1S 4R5
 416-297-5040

William C. Davis, PC
(Scarborough Centre)
 Elane Plaza Shopping Centre, Ste. 104
 2800 Eglinton Ave. E.
Scarborough M1J 2C9
 416-261-9525

Gordon Dean, PC
(Wentworth)
 6 King St. E.
Stoney Creek L8G 1J8
 416-662-4442
 If long distance ask
 operator for Zenith 15630

Hon. John Eakins, LIB
(Victoria-Haliburton)
 1 Russell St. E., Unit 3
Lindsay K9V 1Z7
 705-324-6654
 If long distance dial
 1-800-461-7672

Hon. Hugh Edighoffer, LIB
(Perth)
 156 Waterloo St. S.
Stratford N5A 4B4
 519-271-2081
 If long distance ask
 operator for Zenith 19930

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Hon. Murray Elston, LIB
(Huron Bruce)

746 Queen St.
Kincardine N0G 2G0
519-396-4735

If long distance ask
operator for Zenith 14520 and

198 Josephine St.
Wingham N0G 2W0
519-357-2463

If long distance ask
operator for Zenith 14520

Herb Epp, LIB
(Waterloo North)
55 Erb St. E., Ste. 315

Waterloo N2J 4K8
519-886-0780
If long distance ask
operator for Zenith 50040

Ernie Eves, PC
(Parry Sound)
#11 Highway S.
P. O. Box 490
South River P0A 1X0
705-386-0091
If long distance dial
1-800-461-7511 and

7 Miller St.
Parry Sound P2A 1S7
705-746-4266

Rick E. Ferraro, LIB
(Wellington South)
179 Woolwich St.
Guelph N1H 3V4
519-836-4190

Susan Fish, PC
(St. George)
65 Wellesley St. E., Ste. 203
Toronto M4Y 1G7
416-964-7060

Hon. René Fontaine, LIB
(Cochrane North)
12B Byng Ave.

Kapuskasing P5N 1W3
705-335-6400
If long distance ask
operator for Zenith 80880 and

810 George St., Box 2559
Hearst P0L 1M0
705-362-7444 and

c/o Roger Papineau
P. O. Box 1223
Cochrane P0L 1C0
705-272-5567

Jim Foulds, NDP
(Port Arthur)
21 St. Paul St.
Thunder Bay 'P' P7A 4S4
807-345-3647
If long distance ask
operator for Zenith 80790

Hon. Ed Fulton, LIB
(Scarborough East)
255 Morningside Ave., Ste. 332
Morningside Mall
Scarborough M1E 3E6
416-281-2787

Evelyn Gigantes, NDP
(Ottawa Centre)
348 Bronson Ave.
Ottawa K1R 6J3
613-237-0212

Phil Gillies, PC
(Brantford) P. O. Box 324
172 Dalhousie St.
Brantford N3T 2J6
519-759-0361

Jim Gordon, PC
(Sudbury)
158 Elgin St. S., Ste. 1
Sudbury P3E 3N5
705-675-1914

Tony Grande, NDP
(Oakwood)
 1753 Eglinton Ave. W.
Toronto M6E 2H7
 416-789-9866

Hon. Bernard Grandmaître, LIB
(Ottawa East)
 25 Montreal Rd.
Vanier K1L 6E5
 613-744-4484

Bud Gregory, PC
(Mississauga East)
 377 Burnhamthorpe Rd. E., Unit 17
Mississauga L5A 3Y1
 416-276-1010

Ruth Grier, NDP
(Lakeshore)
 2800 Lakeshore Blvd. W.
Toronto M8V 1H5
 416-259-2249

Larry Grossman, PC
(St. Andrew-St. Patrick)
 350 College St.
Toronto M5T 1S5
 416-960-0815

Luc Guindon, PC
(Cornwall)
 345 Montreal Rd.
Cornwall K6H 1B6
 613-933-6513

Ray Haggerty, LIB
(Erie)
 228 Catherine St.
Port Colborne L3K 4K8
 416-835-8342
 If long distance ask
 operator for Zenith 36950

Mike Harris, PC
(Nipissing)
 374 Fraser St., Ste. 1
North Bay P1B 3W7
 705-474-8340
 If long distance ask
 operator for Zenith 32580 and
 229 Main St.
Sturgeon Falls P0H 2G0
 705-753-1620

Patrick Hayes, NDP
(Essex North)
 412 Talbot St. N.
Essex N8M 2W4
 519-776-5235
 If long distance ask
 operator for Zenith 80510

James Henderson, M.D., LIB
(Humber)
 3065 Bloor St. W.
Toronto M8X 1C6
 416-236-2702

Mickey Hennessy, PC
(Fort William)
 294 East Brock St.
Thunder Bay 'F' P7E 4H4
 807-623-1011 and

614 Simpson St.
Thunder Bay 'F' P7C 3J7
 807-623-4450

Cam Jackson, LIB
(Burlington South)
 460 Brant St., Unit #23
Burlington L7R 4B6
 416-639-7924

Jack Johnson, PC
(Wellington-Dufferin-Peel)
 149 Main St. S.
Mount Forest N0G 2L0
 519-323-3991
 If long distance ask
 ask operator for Zenith 60140

Richard Johnston, NDP
(Scarborough West)
3553 St. Clair Ave. E.
Scarborough M1K 1L6
416-266-1725

Hon. Vince Kerrio, LIB
(Niagara Falls)
4845 Jepson St.
Niagara Falls L2E 1J9
416-357-0681

Hon. Kenneth A. Keyes, LIB
(Kingston and Islands)
51 Queen St.
Kingston K7K 1A3
613-547-2385

Don Knight, LIB
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153 Main St. E.
Milton L9T 1N7
416-878-1729

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539 Wilson Heights Blvd.
Downsview M3H 2V7
416-630-0080

John Lane, PC
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Algo Centre
151 Ontario Ave.
Elliot Lake P5A 2T2
705-461-9710

114 Tudhope Ave.
P. O. Box 592
Espanola POP 1C0
705-869-4881

Floyd Laughren, NDP
(Nickel Belt)
372 Errington St.
Box 808
Chelmsford P0M 1L0
705-855-3531
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5468 Dundas St. W., Ste. 214
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416-239-4378

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1079 College St.
Toronto M6H 1B4
416-537-2581

Bob Mackenzie, NDP
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Hamilton L8K 1E3
416-544-9644

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7 Talbot St. W.
Leamington N8H 1M3
519-326-2031
If long distance dial
1-800-256-5344

Margaret Marland, PC
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106 Lakeshore Rd. E.
Mississauga L5G 1E3
416-278-1557

Elie Martel, NDP
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R.R. 1, Site 3
4527 Elmview Dr.
Hanmer P0M 1Y0
705-969-3621
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operator for Zenith 52970

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4866A Yonge St.
Willowdale M2N 5N2
416-224-5706

George McCague, PC
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Queen's Park, Toronto M7A 1A2
 416-965-8983
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 1-800-268-7542

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 647A Bloor St. W., 2nd Flr.
Toronto M6G 1L1
 416-535-0707

David McFadden, PC
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 2485A Yonge St.
Toronto M4P 2H6
 416-482-2480

James McGuigan, LIB
(Kent Elgin)
 12 Erie St. S.
 P. O. Box 40
Merlin N0P 1W0
 519-689-4031 and

47 Main St. W.
Ridgetown N0P 2C0
 519-674-2853
 If long distance ask
 operator for Zenith 42230 and

182 Main St., P. O. Box 414
West Lorne N0L 2P0
 519-768-2930

Bob McKessock, LIB
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 11 Main St. W.
 P. O. Box 470
Markdale N0C 1H0
 519-986-3102
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 operator for Zenith 22140

Allan McLean, PC
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 41 Coldwater St. E.
 Box 2320
Orillia L3V 6S2
 705-326-3246
 705-835-3244

Ron McNeil, PC
(Elgin)
 540 Talbot St.
St. Thomas N5P 1C4
 519-631-0666
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 operator for Zenith 11520

Frank Miller, PC
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 31 Dominion St.
 Box 2083
Bracebridge P0B 1C0
 705-645-2341
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 operator for Zenith 27370

Gordon Miller, LIB
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 The Explorer Inn
 P. O. Box 69
Jarvis N0A 1J0
 519-587-2716
 If long-distance ask
 operator for Zenith 11340

Robert Mitchell, PC
(Carleton)
 1580 Merivale Rd., Ste. 505
Nepean K2G 4B5
 613-224-7653

Gilles Morin, LIB
(Carleton East)
 1427 Ogilvie Rd.
Gloucester K1J 8M7
 613-749-9941

22 Legislative Offices

Karl Morin-Strom, NDP
(Sault Ste. Marie)
123 March St., Rm. 203
Sault Ste. Marie P6A 2Z5
705-949-6959

Hon. Dr. Lily Munro, LIB
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899 Main St. E.
Hamilton L8M 1M4
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416-545-6416

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1299 Erie St. E.
Windsor N9A 3Z6
519-258-3922

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63 Grand River St. N.
Paris N3L 2M3
519-442-6445

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(Oakville)
345 Lakeshore Rd. E., Ste. 101
Oakville L6J 1J5
416-845-0298

Steve Offer, LIB
(Mississauga North)
277B Queen St. S., 2nd Flr.
Streetsville L5M 1L9
416-826-7200

Hon. Hugh P. O'Neil, LIB
(Quinte)
111 Dundas St. E.
Box 427
Trenton K8V 5R6
613-392-3038 and

c/o Century Place
199 Front St. S.,
Belleville K8N 5H5
613-962-1144

Peter Partington, PC
(Brock)
183 King St.
St. Catharines L2R 3J5
416-682-3488

Hon. David Peterson, LIB
(London Centre)
415 Dundas St. E.
London N6B 1V9
519-433-6631

Ed Philip, NDP
(Etobicoke)
1058A Albion Rd., Ste. 207
Rexdale M9V 1A7
416-745-0598

Jack Pierce, PC
(Rainy River)
P. O. Box 2
235 Scott St.
Fort Frances P9A 3M5
807-274-7619
If long distance ask
operator for Zenith 21980

Jean Poirier, LIB
(Prescott - Russell)
151 Main St. E.
Hawkesbury K6A 1A1
613-632-2706
If long distance ask
operator for Zenith 32560 and

2011 Laurier St., Box 339
Rockland K0A 3A0
613-446-4010
If long distance ask
operator for Zenith 32560

Jim Pollock, PC
(Hastings-Peterborough)
10 North St.
Stirling K0K 3E0
613-395-3317
If long distance ask
operator for Zenith 42400

Claudio Polsinelli, LIB
(Yorkview)

2397 Finch Ave. W.

Weston M9M 2X1

416-743-7272

Alan Pope, PC

(Cochrane South)

84 3rd Ave.

Timmins P4N 1C3

705-267-6989

If long distance ask

operator for Zenith 80770

Gilles Pouliot, NDP

(Lake Nipigon)

Legislative Bldg., Rm. 330

Queen's Park, Toronto M7A 1A2

416-965-9581

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1-800-268-7192.

Bob Rae, NDP

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1193 Weston Rd.

Toronto M6M 4P6

416-243-2554

David Ramsay, NDP

(Timiskaming)

6Tweedsmuir Dr.

B.D.R. Bldg., 3rd Flr.

Kirkland Lake P2N 1H9

705-567-4650

If long distance ask

operator for Zenith 80760 and

519 Ferguson St., Box 429

Haileybury P0J 1K0

705-672-2488

Toronto M4L 1Y6

416-461-0223

David Reville, NDP

(Riverdale)

922 Queen St. E.

Toronto M4M 1J5

416-461-0223

Doug Reycraft, LIB

(Middlesex)

11 Main St. E.

Lambeth N0L 1S0

519-652-2804

519-434-8151 and

71 Frank St.

Box 111

Strathroy N7G 2R5

519-245-4840

If long distance ask

operator for Zenith 64740

Hon. Jack Riddell, LIB

(Huron Middlesex)

Devon Bldg.

476 Main St.

Exeter N0M 1S0

519-235-0170

If long distance ask

operator for Zenith 14730 and

43 West St.

Goderich N7A 2K5

519-524-9444

Earl Rowe, PC

(Simcoe Centre)

124 Dunlop St. E.

Box 1209

Barrie L4M 5E2

705-737-4242

If long distance ask

operator for Zenith 54560

Robert Runciman, PC

(Leeds)

32 Wall St.

Brockville K6V 4R9

613-342-9522

If long distance ask

operator for Zenith 20210

Hon. Tony Ruprecht, LIB

(Parkdale)

1264 College St.

Toronto M6H 1C2

416-535-3158

24 Legislative Offices

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840 2nd Ave. E.

P.O. Box 1116

Owen Sound N4K 6K6

519-371-2421

If long distance ask
operator for Zenith 28850

Hon. Ian Scott, LIB

(St. David)

298C Gerrard St. E., 2nd Flr.

Toronto M5A 2G7

416-964-8663

Howard Sheppard, PC

(Northumberland)

55 King St. W., 2nd Flr.

Victoria Hall

Cobourg K9A 2M2

416-372-4000

If long distance ask
operator for Zenith 20960

Yuri Shymko, PC

(High Park-Swansea)

2323 Bloor St. W., 218G

Toronto M6S 4W1

416-766-7656

Dave W. Smith, LIB

(Lambton)

4163 Petrolia St.

Box 663

Petrolia N0N 1R0

519-882-2547

If long distance ask
operator for Zenith 63250 and

2 Main St. S.

Box 378

Forest N0N 1J0

519-786-6200 and

450B Lyndeck St.

Corunna N0N 1G0

519-862-2289

If long distance ask
operator for Zenith 63250
(open on Wednesday, 12:30pm - 7:00pm)

Joan E. Smith, LIB

(London South)

603 Wellington Rd. S.

London N6C 4R3

519-668-0064

Hon. Gregory Sorbara, LIB

(York North)

79 Yonge St. S.

Aurora L4G 1M1

416-727-1985

416-889-8622

If long distance ask
operator for Zenith 18350 and

124 Woodbridge Ave.

Woodbridge L4L 2S7

416-851-7401

Larry L. South, LIB.

(Frontenac Addington)

2777 Princess St.

Johnson Bldg.

Kingston K7L 4V2

613-389-7513

If long distance dial

1-800-267-2216

Dr. Bette Stephenson, PC

(York Mills)

121 Willowdale Ave., Ste. 103

Willowdale M2N 6A3

416-221-3802

Norman Sterling, PC

(Carleton-Grenville)

4 Mill St.

P.O. Box 535

Manotick K0A 2N0

613-692-2403

K. Ross Stevenson, PC

(Durham York)

Whitney Block, Rm. 1412

Queen's Park, Toronto M7A 1A2

416-965-4843

If long distance ask
operator for Zenith 33130

Mel Swart, NDP
(Welland-Thorold)
 195 East Main St.
Welland L3B 3W7
 416-732-6884
 416-384-9437

Hon. John Sweeney, LIB
(Kitchener-Wilmot)
 5 Manitou Dr.
Kitchener N2C 2J6
 519-893-1282

James Taylor, PC
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 108 Centre St.
Napanee K7R 1H7
 613-354-4368
 If long distance ask
 operator for Zenith 27360 and

Ross & King St.
 Box 3261
Picton K0K 2T0
 613-476-6732

Dennis Timbrell, PC
(Don Mills)
 Timbrell Action Centre
 747 Don Mills Rd., Ste. 34D
Don Mills M3C 1T2
 416-423-9677

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(Oxford)
 19 Riddell St.
Woodstock N4S 6L9
 519-537-5222
 519-537-5803
 If long distance ask
 operator for Zenith 29720

John Turner, PC
(Peterborough)
 372 Water St.
Peterborough K9H 3L6
 705-742-3777
 If long distance ask
 operator for Zenith 44260

Hon. Ron Van Horne, LIB
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 1140 Adelaide St. N., Ste. 6
London N5Y 2N5
 519-438-1763

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 P. O. Box 238
Moose Creek K0C 1W0
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 1-800-267-7176

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 23 Main St.
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 If long distance ask
 operator for Zenith 47350

David Warner, NDP
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 3482 Lawrence Ave. E.
Scarborough M1H 3E5
 416-431-9181

Bud Wildman, NDP
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 Box 1114
Sault Ste. Marie P6A 5N7
 705-649-2020
 If long distance dial
 1-800-461-0806

Douglas Wiseman, PC
(Lanark)
 10 Sunset Blvd.
Perth K7H 2Y2
 613-267-5210
 If long distance ask
 operator for Zenith 38700

Hon. William Wrye, LIB
(Windsor-Sandwich)
 1010 University Ave. W., Ste. 103
Windsor N9A 5S4
 519-258-2626

Paul Yakabuski, PC
(Renfrew South)

19 Renfrew Ave. E.

Renfrew K7V 2W6

613-432-3206

If long distance ask
operator for Zenith 44590

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awaiting by-election

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Yorkview

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York West

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SPEAKER OF THE LEGISLATIVE ASSEMBLY

Legislative Bldg.

Queen's Park, Toronto M7A 1A1

416-965-2331

LEGISLATIVE 2

The **Speaker of the Legislative Assembly** is the Chief Presiding Officer and is responsible for both policy and operations. The Speaker also chairs the **Board of Internal Economy** that governs the financial affairs of the Assembly including the review of the estimates. The office includes the **Sergeant-at-Arms of the Legislative Assembly** (965-4625) as well

as the **pages** employed during sessions. The office can provide information on the schedule of sittings and sessions of the **legislature**.

CLERK OF THE LEGISLATIVE ASSEMBLY

LEGISLATIVE

Legislative Bldg.

Queen's Park, Toronto M7A 1A2

416-965-1406

The Clerk is the chief permanent officer of the Legislative Assembly with rank and status of Deputy Minister of the Office of the Legislative Assembly. The Clerk is responsible for advising the Speaker and members of the Legislature on questions of procedure and the interpretation of the rules and practices of the House. The Clerk is also responsible for the daily publication of the **Orders and Notices Paper, Votes and Proceedings** and daily Business Paper. These documents contain the matters before the House and are the official record of the activities of the **Legislature**. The Clerk's Office compiles and distributes an Interim and Final **Status of Business Report** for each Session which includes information on legislation, expenditure estimates, committee orders of reference, speakers on the Throne and Budget Debates, Sessional Papers and resolutions considered by the House. All current Sessional documents tabled in the House are retained in the Clerk's Office and are available for public inspection. Disclosures with respect to holdings and interests of ministers of the Crown and Parliamentary Assistants are filed with the Clerk and are available for public inspection in his office. The Clerk's Office will answer questions about the status of **legislation (bills)** from the current and previous sessions of the **Legislature**, questions on parliamentary procedure, rules pertaining to **Private Bills** and **standing and select committees**.

LEGISLATIVE ASSEMBLY ADMINISTRATIVE OFFICE

LEGISLATIVE

Legislative Bldg.

Queen's Park, Toronto M7A 1A1

416-965-9494

The Administrative Office provides financial, personnel and associated administrative services for each Member of **Provincial Parliament (MPP)** and his or her staff, the three party caucuses, MPP constituency offices and the various offices under the Office of the Legislative Assembly. In addition, the Administrative Office is responsible for information and tours service and food, beverage and stewards' services in the legislative buildings.

Administrative services (965-9489) include the coordination of MPP constituency office (see list under the Legislative Assembly entry, LEGISLATIVE 1), purchasing of goods and services, supply management, printing services and the maintenance of policy and procedures manuals.

Financial services (965-9489) include general accounting, payroll and expense accounting services.

Personnel services (965-9492) include the establishment of personnel policies and procedures, the establishment of appropriate classification and compensation levels for employees, staff recruitment and coordination of the **Affirmative Action Program** to improve the status of Ontario government female employees. The office participates in the government's **youth employment** (Experience Program).

Information Services (965-8653) coordinates such programs as Electronic Hansard, the Members' Office Automation/Networking System and Parliamentary Public Relations.

Food and Beverage Services (965-6012) include the **Members' Dining Room** (965- 2011) which offers MPPs, staff and visitors facilities for luncheons and dinners, a cafeteria for occupants of the Legislative Building, and **Stewards Service** for the **Press Gallery Lounge**.

PARLIAMENTARY PUBLIC RELATIONS OFFICE

LEGISLATIVE 5

Legislative Bldg.

Queen's Park, Toronto M7A 1A1

416-965-4028

The **Parliamentary Public Relations Office** provides general information and publications and conducts individual and group **tours** of the Legislative Building. Tour guides explain the history of the Legislative Building, the workings of the parliamentary system of Ontario and are able to answer any questions raised by the tour group. Multilingual guides are available. **Art** tours of the Legislative Building can be booked upon request. An outreach program is also available. During sessions the office will process passes for the public galleries.

An **information service** for the visiting public is located at the main entrance to the Legislative Building. The staff answer questions and provide tourist information concerning Ontario and Toronto attractions. A gift shop containing Ontario **souvenirs** is located in the main lobby of the Legislature.

The Parliamentary Public Relations Office is responsible for providing assistance to the Speaker and Members of Provincial Parliament travelling outside Queen's Park as delegates of the Legislative Assembly. Programs are prepared and implemented for special guests visiting the Assembly from other jurisdictions. This office is also involved in coordinating and planning many special events in the Legislative Building.

HANSARD REPORTING SERVICE

LEGISLATIVE 6

Legislative Bldg.

Queen's Park, Toronto M7A 1A2

416-965-1456

The Hansard Reporting Service records the sittings of the **Legislature** of Ontario and its committees and publishes an official report (**Hansard**). Index information on Hansard for the current session of the Legislature can be obtained by calling 965-2159. Hansard is distributed to each Member of Provincial Parliament (MPP) and is available from the Ontario Government Bookstore, 880 Bay St., Toronto, 965-2054, and in most libraries. For subscriptions contact Sessional Subscriptions, Publications Services, Ministry of Government Services, 5th Flr., 880 Bay St., Toronto, M7A 1N8 (965-2238).

LEGISLATIVE LIBRARY

LEGISLATIVE 7

Legislative Bldg.

Queen's Park, Toronto M7A 1A2

416-965-4545

The Legislative Library provides reference and information services to **Members of Provincial Parliament** (MPP) and staff, officers of the Legislative Assembly, research officers for the three parties, and members of the Legislative Press Gallery. It also provides a **research** service exclusively for MPPs. The Legislative **Library's** collection is particularly strong in the social sciences and **legal** materials. It has a large collection of Canadian, On-

tario, other provincial and United States government **publications** as well as all the major Ontario daily and weekly newspapers. It also administers the **Press Clipping Service**, 700 Bay St., Ste. 1402, (965-2088) which provides MPPs with press clippings from selected Ontario **newspapers**.

The **Checklist and Catalogue Service** 180 Bloor St. W., 5th Flr., 963-1995, which is also administered by the Legislative Library, compiles a **bilingual** monthly checklist and annual catalogue of Ontario government **publications**.

COMMISSION ON ELECTION CONTRIBUTIONS AND EXPENSES

LEGISLATIVE 8

151 Bloor St. W.
Toronto M5S 1S4
416-965-0455

The Commission on Election Contributions and Expenses administers the **Election Finances Reform Act** which provides for registration of **political** parties and constituency (riding) associations active in Ontario, and candidates in a provincial **election**. During a provincial election campaign, the Commission supervises limits on political contributions to registered parties, constituency associations and candidates and limits on **advertising** expenses and imposes a time period for advertising.

The Commission provides **subsidies** to candidates with respect to campaign expenses incurred. It requires filing of audited campaign period statements of receipts and expenses by political parties, constituency associations and candidates, and audited annual financial statements, including statements of assets and liabilities by political parties and constituency associations. All filings are made public.

In addition, Section 72 of the Legislative Assembly Act requires the Commission each year to review and make such recommendations as it considers proper with respect to the indemnities and allowances of members of the Assembly and to report its recommendations to the Speaker for presentation to the Assembly.

CHIEF ELECTION OFFICER

LEGISLATIVE 9

70 Lombard St.
Toronto M5C 1M3
416-965-6831

The Office of Chief Election Officer conducts any provincial election under the **Ontario Election Act**. The officer coordinates appointment, training and payment of **election** officials and coordinates arrangements for rentals, equipment and supplies for polling places at an election. The officer directs and supervises local Returning Officers in each of 125 **electoral districts** and provides a public information film, 'Securing the Vote' and publishes **historical** information dating back to 1867, relating to provincial elections, **legislatures**, cabinets and **political** candidates. The officer maintains an Index of Provincial Electoral Districts by street name and number to assist persons who wish to know their **electoral district** and the name, telephone number and contact address of their **Member of Provincial Parliament** (MPP). See the Legislative Assembly entry, LEGISLATIVE 1, for a list of MPPs and their constituency offices.

GOVERNMENT CAUCUS OFFICE

LEGISLATIVE 10

Legislative Bldg.
Queen's Park, Toronto M7A 1A2
416-965-8512

The Liberal Party (LIB) is at present the party in power. Each Member of Provincial Parliament belonging to the Liberal Party is part of the Government Caucus. The **Caucus** deliberates policies and programs which will become part of **legislation** to be introduced in the Legislature. Specific committees are responsible for certain areas. The Caucus Office has a **Chief Whip** who looks after attendance in full Caucus, committee meetings and in the Legislature, and keeps all Members informed as to what votes are expected in the Legislature. Each Member of Provincial Parliament has a constituency office to serve the needs of the people he or she represents (see list under the Legislative Assembly entry, LEGISLATIVE 1).

PROGRESSIVE CONSERVATIVE PARTY CAUCUS OFFICE

LEGISLATIVE 11

Legislative Bldg.
Queen's Park, Toronto M7A 1A2
416-965-2337

Each Member of Provincial Parliament (MPP) representing the Progressive Conservative Party belongs to the Progressive Conservative Party **Caucus**. The Progressive Conservative Party is at present the Official Opposition to the Ontario Government. The Caucus Office responds to inquiries and requests for assistance from the public and from other governmental jurisdictions. It invites and reviews input from the public on matters of provincial jurisdiction. The Caucus Office has a **Chief Whip** who looks after attendance in full Caucus, committee meetings and in the Legislature, and keeps all Members informed as to what votes are expected in the Legislature. In addition, each Progressive Conservative MPP has a local constituency office to serve the needs of the people he or she represents (see list under the Legislative Assembly entry, LEGISLATIVE 1).

NEW DEMOCRATIC PARTY CAUCUS OFFICE

LEGISLATIVE 12

Legislative Bldg.
Queen's Park, Toronto M7A 1A2
416-965-3311

Each Member of Provincial Parliament (MPP) belonging to the New Democratic Party (NDP) belongs to the NDP **Caucus**. The Caucus Office answers and deals with inquiries from the public and from other governmental jurisdictions about caucus policies and activities, etc.. For general information, phone 965-3311. To contact the NDP Research Office, phone 965-5392. The caucus office has a whip who looks after attendance in full caucus, committee meetings and in the Legislature and keeps all members informed as to what votes are expected in the Legislature. Each Member of the Provincial Parliament has a constituency office to serve the needs of the people he or she represents (see list under the Legislative Assembly entry, LEGISLATIVE 1).

OMBUDSMAN

LEGISLATIVE 13

25 Queen's Park
Toronto M5S 2C7
416-586-3300

The Ombudsman's Office administers the Ombudsman Act. The Ombudsman is an offi-

cer of the Legislature of Ontario whose function, with specified exceptions, is to investigate any decision, recommendation, act or omission made in the administration of any ministry or agency of the Ontario government. Complaints should be made in writing, however complainants can visit or call the above office. There are also offices in Thunder Bay (1265 Arthur St. E., P7E 6E7, 807-623-5058), North Bay (591 Main St. E., P1B 1B7 705-476-5800), Kenora (223 First St., S. 807-468-3091), Timmins (81 Balsam St. S., 705-268-2161) and Ottawa (255 Albert St., #203, K1P 6A9, 613-234-6421). The staff is multilingual. The Ombudsman reports annually to the Speaker of the Legislature. The Ombudsman is listed in all Ontario telephone directories under Ombudsman Ontario.

PROVINCIAL AUDITOR
56 Wellesley St. W., 4th Flr.
Toronto M7A 1A2
416-965-1381

LEGISLATIVE 14

The Provincial Auditor audits, on behalf of the Legislature, the accounts of the Province and agencies of the Crown in accordance with his appointment under the **Audit Act** and various related statutes and authorities. The Provincial Auditor reports annually to the Legislature on any significant matters arising from these audits. As well, audited financial statements of the Province and some **agencies** of the Crown and **Crown corporation** are reproduced in the Public Accounts of Ontario, Volumes I and II. These publication and the Annual Report of the Provincial Auditor are available from the Ontario Government Bookstore (see MGS 30).

ACTS

ACTS

LEGISLATIVE 1

The following is a list of Acts administered by the Assembly Office.

Legislative Assembly Act
Legislative Assembly Retirement Allowances Act, 1973

MINISTRY OF AGRICULTURE AND FOOD

801 Bay St.

Toronto M7A 2B2

The Ministry of Agriculture and Food is one of the oldest ministries in the Ontario Government. Prior to the formation of the Ontario Department of Agriculture in 1888, agricultural administration in Upper Canada was handled by a Board of Agriculture, later named the Bureau of Agriculture. In 1965, the name was changed to the Department of Agriculture and Food and subsequently, Ministry, to reflect its responsive role in the entire food production chain.

The Ministry of Agriculture and Food is organized by three major groups: Finance and Administration; Marketing and Standards; Technology and Field Services. Each is headed by an Assistant Deputy Minister reporting to the Deputy Minister.

Finance and Administration is responsible for seven branches - Crop Insurance and Stabilization, Farm Assistance Programs, Financial and Support Services, Foodland Preservation, Management Systems, Personnel and Audit Services. This group is also responsible for the Affirmative Action/Equity Employment Program.

Marketing and Standards has two divisions. Marketing Division consists of Farm Products Marketing Branch, Food Processing Branch and Market Development Branch. Quality and Standards Division contains the Investigative Unit, Dairy Inspection Branch, Financial Protection Unit, Fruit and Vegetable Inspection Branch and Livestock Inspection Branch.

Technology and Field Services has two divisions, with seven branches and five agricultural colleges. Advisory and Technical Services Division includes Agricultural Representatives, Animal Industry, Plant Industry, Agricultural Laboratory Services, Veterinary Laboratory Services and Soil and Water Management Branches. Education and Research Division is responsible for Rural Organizations and Services, Horticultural Research Institute, agricultural colleges and the Ontario Agricultural Museum. In addition, the office of the Assistant Deputy Minister administers special programs, such as the Agricultural Research Institute of Ontario and the Consumer Information Centre.

Reporting directly to the Deputy Minister are Communications Branch, which provides service and advice to all segments of the Ministry, Economics and Policy Coordination Branch and the Legal Branch. The Consumer Information Centre responds to agriculture, horticulture and food information requests from consumers.

CONSUMER INFORMATION CENTRE

AG & FOOD 1

801 Bay St., Main Flr.

Toronto M7A 2B2

16-965-1421

The Consumer Information Centre is a storefront operation for the Ministry at the above location. This Centre was established in November 1983 to provide an information service to the public by responding to requests from consumers in the areas of general **agriculture, horticulture and home economics**.

The agriculturist responds to a broad range of inquiries including farm **tour** information, beginning part-time **farmers**, landed **immigrants** wanting to farm, requests for **soil maps** and referrals to all Ministry programs. The horticulturist answers questions from home gardeners related to lawns, fruit **trees**, **gardening** (fruits and vegetables), ornamentals

and sprays. Home economists respond to inquiries on **food** and **nutrition** including food preservation, food preparation and food safety.

The Centre is responsible for the distribution of Ministry of Agriculture and Food **publications** to the general public.

DEPUTY MINISTER'S OFFICE

COMMUNICATIONS BRANCH

AG & FOOD 2

801 Bay St., 12th Flr.
Toronto M7A 1A5
416-965-1056

The Communications Branch supports Ministry education and extension services with displays, audio-visual and print materials. The branch also answers media enquiries on behalf of the Ministry, supplies and publishes technical and educational booklets and films for urban and rural citizens. It provides information to the news media through news releases, radio tapes and TV clips of news and interviews in support of Ministry programs. The branch also produces **OMAF NEWS**, a publication mailed to 82,000 Ontario farmers 10 times annually.

ECONOMICS AND POLICY COORDINATION BRANCH

AG & FOOD 3

801 Bay St., 4th Flr.
Toronto M7A 1B6
416-965-1064

The Economics and Policy Coordination Branch serves the Ministry, government committees and the **agricultural** industry (marketing boards, administrative bodies, farmers) by assembling and interpreting **agricultural economic** information. The branch coordinates and analyzes long-term agriculture and food policy developments; maintains liaison with Management Board, Treasury, Cabinet Office and other central agencies and expedites the legislative process of the Ministry. It conducts **research** into **farm** costs, marketing methods, **farm** business management and agricultural policy and trade. The branch gathers and publishes a wide range of **agricultural statistics** and monitors economic developments in the industries supplying input to agriculture, in the industries processing farm commodities and in the sectors which take the commodities to the consumers. The branch provides daily **farm** market **broadcasts** for over 30 Ontario radio and TV stations (965-7727). Field staff carry on economic research projects, maintain close liaison with other field office staff of the Ministry and with marketing boards and provide consulting services to **farm** organizations, individual farmers and processing industries. They serve the province from field offices in Chatham and Vineland Station (listed under the County and District Field Offices entry, AG & FOOD 23).

LEGAL BRANCH

AG & FOOD 4

801 Bay St., 10th Flr.
Toronto M7A 2B2
416-965-6805

The Legal Branch provides legal services for the Ministry of Agriculture and Food. It counsels the Ministry on legal matters including interpretation of statutes and regulations, preparation and review of proposed legislation, regulations and other legal documents.

ments. The branch supplies the Ministry with general legal services including preparing litigation, settlement of claims and acting at court hearings.

ASSISTANT DEPUTY MINISTER FINANCE AND ADMINISTRATION FOODLAND PRESERVATION AND FINANCIAL PROGRAMS DIVISION

CROP INSURANCE COMMISSION OF ONTARIO

AG & FOOD 5

801 Bay St., 5th Flr.

Toronto M7A 1B7

416-965-1811

The Crop Insurance Commission of Ontario makes available to farmers a crop **insurance** plan to insure about 49 commercially grown **crops** against natural disaster.

FARM INCOME STABILIZATION COMMISSION

AG & FOOD 6

801 Bay St., 5th Flr.

Toronto M7A 1B7

416-965-1811

Farm Income Stabilization plans are available to provide **financial assistance** during times of low prices for the following **crops**: white beans, barley, soybeans, winter wheat, corn and apples. The Commission guarantees participating producers a price equal to 95 per cent of the market price over the previous five years, adjusted for changes in cash costs.

FARM ASSISTANCE PROGRAMS BRANCH

AG & FOOD 7

801 Bay St., 10th Flr.

Toronto M7A 2B2

416-963-2404

The Farm Assistance Programs Branch is responsible for financial policy (**grants** and **subsidies**), **credit** and **taxation** policy, assessment of existing programs, development of new programs and program administration. It provides **information** about financial policies and programs in **agriculture** for **farmers**, other governments, etc..

The branch administers the following programs: **Ontario Farm Adjustment Assistance Program**; **Farm Operating Credit Assistance Program**; **Ontario Beginning Farmer Assistance Program**; **Ontario Young Farmer Credit Program**; **Junior Farmer Loan Corporation**; **Ontario Family Farm Interest Rate Reduction Program**; **Commercial Disaster Relief Fund**; **Hailstorm Assistance Program** (in Essex and Timiskaming); **Farmers In Transition**; **Ontario Seasonal Housing Assistance Program**; **Eastern Ontario Apple Tree Replanting Program**; **Agrinorth**; **Northern Ontario Rural Development Agreement**; **Eastern Ontario Subsidiary Agreement**; **Community Pastures**; **Agriculture Rural Development Agreement (Farm Enlargement Part V)**; **Dog Licensing And Livestock And Poultry Protection Act**; **Hunter Damage Compensation Act**; **Bear Damage To Livestock Compensation Program**; **Damage to Honey Bee Colonies By Bears**; **Rabies Indemnification Program**; **Purebred Beef Cattle Sales Assistance Policy**; **Purebred Sheep Sales Assistance Policy**; **Swine Sales Assistance Policy**; **Transportation Of Livestock Exhibits Assistance Program**; **Poultry Shows Assistance Program**, **Special Livestock Shows Assistance Program 1979 (Commercial)**; **Canadian Western Agribition Livestock Transportation Assistance Program**; **Artificial Insemination Of Livestock Act**; **Northern Ontario Livestock Transportation Assistance Policy**; **Livestock Improvement Program For Northern Ontario**.

The branch also develops the policy and provides the funds for the **Ontario Farm Tax Re-**

duction Program, which is administered by the Subsidies Branch, Ministry of Municipal Affairs (585-6565), see MUN AFF 16.

For further information such as eligibility criteria, the application process and management of these programs, contact the local Ministry of Agriculture and Food county or district office (see list under the County and District Field Offices entry, AG & FOOD 23).

FOODLAND PRESERVATION BRANCH

AG & FOOD 8

801 Bay St., 8th Flr.

Toronto M7A 2B2

416-965-9433

The Foodland Preservation Branch reviews **official plans, environmental assessments** and project proposals to determine their **land use planning** implications for agriculture. It assists the Ministry of Government Services in leasing, for agricultural purposes, **farm land** held by the government for future development. It also administers the **Non-Resident Agricultural Land Interests Registration Act**, which requires non-residents of Canada to file a form indicating their interests in agricultural holdings in Ontario larger than 10 hectares. The branch has land use specialists in the Ministry's county and district offices in St. Thomas, Ancaster, Fergus, Alliston, Lindsay and Kemptville. Addresses are included in the list of county and district offices found in the County and District Field Offices entry, AG & FOOD 23.

MANAGEMENT SYSTEMS BRANCH

AG & FOOD 9

801 Bay St., 7th Flr.

Toronto M7A 2B2

416-963-2218

The Management Systems Branch provides a wide range of information technology services to all administrative programs in the Ministry of Agriculture and Food. This involves maintenance of computer programs in the mainframe computer library, the production of data retrieval reports on stored ministerial data, consulting services to other branches and the development of new systems and computer applications.

An office systems support unit supplies analysis, design and implementation services for word processing and office automation.

FINANCIAL AND SUPPORT SERVICES BRANCH

AG & FOOD 10

801 Bay St., 3rd & 9th Flrs.

Toronto M7A 2A3

416-965-1159

The Financial and Support Services Branch of the Ministry provides financial planning, general accounting, administrative and office services for the Ministry.

Financial Planning and Information Unit provides the Ministry with financial and management support at the corporate level, i.e., estimates preparation, budget planning, maintenance and financial reporting, results planning and financial management improvement activities. The unit is responsible for liaison and presentation to Management Board of Cabinet.

General Accounting is responsible for processing payroll, travel and relocation, accounts payable, grants, subsidies, revenue and journal entries.

Library Services provides library functions for the Ministry and coordinates the subscriptions of all periodicals. The **library** is the designated **reading room** with public access to Ministry publications, statutes, regulations, etc..

Purchasing, Accommodation and Telecommunications are responsible for controlling the Ministry's purchasing activities; for fleet control of 500 vehicles; for control of Bell Canada credit cards, inter-city phone booklets and employees' IDs and are responsible for office accommodation and space management services, coordinating telephone and special equipment installations, implementing office equipment moves and for providing advice on the acquisition, enhancement and development of telecommunications systems (e.g., teleconferencing, fax, telex and twx).

Administrative Services provide a wide range of services: records retention scheduling, file classification systems, forms management and central registry facilities; mail distribution services; publications warehouse operation for distribution and control of over 900 publications, posters, corporate brochures as well as Foodland Ontario promotional materials; high volume copying to Head Office and the Guelph Agriculture Centre and outlying offices; high quality custom print work requiring typesetting, nonstandard sizes, multicolour inks, high density resolutions and transparencies.

PERSONNEL BRANCH

AG & FOOD 11

301 Bay St., 3rd Flr.
Toronto M7A 1A4
416-965-7452

Personnel Branch performs the personnel functions for the Ministry of Agriculture and Food. The branch works mainly in an advisory capacity with all line managers who have primary responsibility for all personnel matters within their units. It is responsible for the establishment of ministry personnel policies and procedures, management information, the establishment of appropriate classification and compensation levels for all ministry employees, staff recruitment, benefits counselling, staff development, the investigation of employee grievances and all matters affecting working conditions and performance. The branch maintains the ministry's personnel and employee benefit records. It also provides liaison between the Ministry and Civil Service Commission, Management Board and the Ontario Public Service Employees Union (OPSEU).

AFFIRMATIVE ACTION/EMPLOYMENT EQUITY PROGRAM

AG & FOOD 12

301 Bay St., 12th Flr.
Toronto M7A 2B2
416-963-1395

The Affirmative Action/Employment Equity Program Manager plans, develops and coordinates the Ministry's Affirmative Action Program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

AUDIT SERVICES BRANCH

AG & FOOD 13

301 Bay St., 5th Flr.
Toronto M7A 2B2
416-965-3241

The Audit Services Branch is responsible for carrying out independent reviews and ap-

praisals of the Ministry's financial, administrative and operational programs. It assists management by reviewing specific areas of concern and reporting on the adequacy of internal financial and management controls.

ASSISTANT DEPUTY MINISTER MARKETING AND STANDARDS MARKETING DIVISION

FARM PRODUCTS MARKETING BRANCH

AG & FOOD 14

801 Bay St., 2nd Flr.
Toronto M7A 2B2
416-965-2124

The Farm Products Marketing Branch consists of the **Farm Products Marketing Board** and the **Milk Commission of Ontario** which administer the **Farm Products Marketing Act** and the **Milk Act**, respectively. For information contact the above branch. The Farm Products Marketing Board and the Milk Commission supervise the marketing boards established under the two Acts and are responsible for making recommendations on changes in the regulations. The Farm Products Marketing Act provides for **commodity** regulation (44 commodities under 25 individual plans, each plan administered by a producer marketing board). The Act also requires the **licensing** of processors of regulated commodities (e.g., turkey, vegetables, grapes, tender fruit, potatoes, apples, asparagus, berries) and seed corn buyers. The Milk Commission cooperates with the **Ontario Milk Marketing Board**, the **Cream Producers' Marketing Board** and the **Ontario Dairy Council** in dairy policy planning and development.

FOOD PROCESSING BRANCH

AG & FOOD 15

801 Bay St., 12th Flr.
Toronto M7A 2B2
416-965-0311

The objectives of the Food Processing Branch are to encourage the expansion and modernization of Ontario's **food** processing and manufacturing **industries** in areas of import replacement and **export** opportunities, to provide a liaison role between the industry, government and non-government boards and agencies, producer organizations and the **Farm Machinery and Food Processing Testing Centre** in Chatham, and to advise the industry on the upgrading of their operations, use of domestic products, packaging, labelling and marketing.

The Branch has the responsibility of encouraging private sector capital investment through such initiatives as food processing grants and loans.

MARKET DEVELOPMENT BRANCH

AG & FOOD 16

801 Bay St., 2nd Flr.
Toronto M7A 2B2
416-965-7701

Domestic Section (965-7701) and Export Section (965-7038) programs are designed to expand present, and develop new, domestic and **international** markets for Ontario-produced fresh and processed **agricultural** and **food** products.

International market development is accomplished via **export** missions and promotion programs and incoming trade delegations. Staff are located in the United Kingdom and five trade centres in the United States.

The Domestic Section manages '**Foodland Ontario**', the advertising and promotion program for domestic market development; public relations and promotion with the 'Food Service' sector.

QUALITY AND STANDARDS DIVISION

INVESTIGATIVE UNIT

AG & FOOD 17

801 Bay St., 6th Flr.

Toronto M7A 1B3

416-965-5841

The unit investigates the collection and processing of dead farm **animals** at all levels of the **meat industry**, particularly those operations exempt from the provisions of the Meat Inspection Act (Ontario). It enforces the provisions of the **Beef Cattle Financial Protection Program**, the **Oleomargarine Act** and the **Edible Oil Products Act** and, upon request, investigates other areas within the division and/or ministry with executive director approval.

DAIRY INSPECTION BRANCH

AG & FOOD 18

801 Bay St., 6th Flr.

Toronto M7A 1A7

416-965-2411

The Dairy Inspection Branch undertakes programs to ensure that **milk** marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. It provides for **dairy farm** inspections and monthly testing of raw milk. It issues **licences** to, and arranges for training and inspecting the work of, milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. It issues licences, regulates and inspects plants manufacturing milk products, **margarine** and **edible oils**. The **laboratory** in Guelph analyzes all samples for butterfat, protein and lactose and reports results to the **Ontario Milk Marketing Board** which determines payment to producers. It conducts regular milk utilization audits. The branch monitors consumer packages for composition and fill control. For information contact the Ministry's county and district offices (see County and District Field Offices, AG & FOOD 23), the Dairy Inspection Branch in Toronto or the Central Milk Testing Laboratory in Guelph.

FINANCIAL PROTECTION UNIT

AG & FOOD 19

375 Bay St., 3rd Flr.

Toronto M7A 2B2

416-963-1341

The Financial Protection Unit evaluates financial responsibility for the Beef Financial Protection Program, the Vegetable Financial Protection Program and the Grain Financial Protection Program. The unit also works on behalf of the Financial Responsibility Review Committee in administering funds and paying claims for the following: livestock producers, producers of processing vegetables, grain corn producers and the soybean producers.

FRUIT AND VEGETABLE INSPECTION BRANCH

AG & FOOD 20

801 Bay St., 6th Flr.
 Toronto M7A 1A7
 416-965-1058

The Fruit and Vegetable Inspection Branch regulates the inspection and grading of twenty-five fruits and vegetables in addition to flue-cured and burley **tobacco**, **honey**, **maple syrup**, **Christmas trees** and tomato seedlings. The branch offers technical advice to growers and producers and informs the public on marketing and sales standards of fruit, vegetables, honey and maple products. It provides the Ministry's Economics and Policy Coordination Branch with market reports on seasonal **crops**.

The branch issues **licences** to operators of controlled atmosphere **storages** and to packers of apples from such storages, to dealers of **fruit** and **vegetables** and to **nurseries**. The branch controls disease in nurseries and supervises neglected **orchards** to prevent spread of infestations of **disease** or **insects**. It administers the **Bees Act** which requires **registration** of **apiaries** (where bees are kept). To register, contact Provincial Apiarist, Ministry of Agriculture and Food, 17 Wilson St., Milton, L9T 3J7, 416-878-2314.

The branch also regulates the trading and marketing of grain. It issues **licences** to grain elevator storage operators and dealers in corn and soybeans. The branch investigates claims under the **Grain Financial Protection Program**, an insurance program under which producers contribute to a fund which provides for compensation in the event of a default by a storage operator or dealer.

LIVESTOCK INSPECTION BRANCH

AG & FOOD 21

801 Bay St., 6th Flr.
 Toronto M7A 1B3
 416-965-5841

The Livestock Inspection Branch administers the following acts: **The Meat Inspection Act** (licensing and inspection of **livestock** and **poultry slaughtering plants**); the **Livestock Community Sales Act** (licensing and inspection of **livestock** community sales); the **Dead Animal Disposal Act** (licensing and inspection of those involved in disposing of dead **animals**); the **Livestock and Livestock Products Act** (licensing livestock dealers under the Beef Cattle Financial Protection Program and administering the regulations pertaining to **eggs**); the **Sheep and Wool Marketing Act** (identifies and outlines the functions of the **Ontario Sheep Association**); the **Provincial Auctioneers Act** (licensing auctioneers to sell pure-bred **livestock**, by public **auction**); the **Beef Cattle Marketing Act** (provides for **licence** fee deduction for the **Ontario Cattlemen's Association**); regulates the marketing of rail weight beef carcasses; the **Farm Products Grades and Sales Act** (related to the grades of beef, veal, lamb, mutton and poultry).

ASSISTANT DEPUTY MINISTER TECHNOLOGY AND FIELD SERVICES
ADVISORY AND TECHNICAL SERVICES DIVISION

AGRICULTURAL REPRESENTATIVES BRANCH

AG & FOOD 22

Guelph Agriculture Centre
 Box 1030
 Guelph N1H 6N1
 519-823-5700

Agricultural representatives (ag reps) in 54 county and district offices located throughout

the Province conduct **education** programs, provide advisory services and administer government policies designed to assist farmers in the management of their **farm** operations.

The **farm** management program encourages and assists farmers to use their resources effectively to make their farms productive and profitable. The program comprises financial and business management, **livestock** management, and **soils** and **crops** management assistance. Ag reps advise farmers on financial matters, e.g., business analysis, estate planning, pricing, marketing, accounting, and overall **farm** planning.

Livestock management consists of information and advice to livestock and **poultry** producers on the economics of production, choice and size of enterprise, feed evaluation, storage and handling, testing, herd and flock health, marketing, etc.. **Soils** and **crops** management assistance concentrates on the economics of production, tillage, land use, erosion control, fertilizer recommendations, **weed**, **insects** and **disease** control, variety selection, crop handling and storage systems, **crops insurance**, drainage and irrigation.

Agricultural Representatives Branch staff administer the **Northern Ontario Assistance Program**, funded by the Ministry of Northern Development and Mines which provides **financial assistance** to Northern Ontario farmers.

For a list of county and district offices, see the County and District Field Offices entry, AG & FOOD 23.

COUNTY AND DISTRICT FIELD OFFICES

AG & FOOD 23

Field offices for the Ministry of Agriculture and Food include 54 county and district offices with a staff of **agricultural** representatives from the Agricultural Representatives Branch and specialists from other branches. The county and district offices provide access to all Ministry programs, services and resources.

Agricultural representatives (ag reps) and specialists provide the wide range of Ministry programs and services which are described individually above. Ag reps work closely with farmers, producers and others involved in the **agricultural** and **food** industries, providing information, **education** and advice and conducting educational meetings, workshops, and in-depth short courses for groups. All specialists in the Ministry's programs can be located by calling any county and district office.

Agriculture and Food factsheets, which provide basic information on a wide variety of agricultural topics, are available in county and district offices. Radio and **television broadcasts** provide information and educational programs in individual counties and districts. County and district field offices are listed below. Telephone numbers for both local calls and for Zenith calls, which provide toll-free calling services for customers within each county or district, are listed also. In **non-agricultural** areas of **Northern Ontario** callers may contact district offices of the Ministry of Northern Development and Mines (see entry NDM 4).

Algoma District Office
1496 Wellington St. E.
Sault Ste. Marie P6A 2R1
705-253-1161
Zenith 98750

Brant County Office
207 Greenwich St.
Brantford N3S 2X7
519-759-4190
Zenith 19750

Bruce County Office
Box 1330, 10 Jackson St.
Walkerton N0G 2V0
519-881-3301
Zenith 97920

Carleton Office
26 Thorncliff Pl.
Nepean K2H 6L2
613-828-9167
Zenith 13510

Cochrane (North) District Office
Experimental Farm
Kapuskasing P5N 2X9
705-335-5828
Zenith 43340

Cochrane (South) District Office
Box 608, 4th Ave.
Matheson P0K 1N0
705-273-2509
Zenith 34920

Dufferin County Office
R.R. 4, Mono Plaza, Hwy. 10 N.
Orangeville L9W 2Z1
519-941-3830
Zenith 98750

Dundas County Office
Box 488, 457 Main St.
Winchester K0C 2K0
613-774-2313
Zenith 19750

Durham East Office
234 King St. E.
Bowmanville L1C 1P5
416-623-3348
Zenith 73040

Durham West Office
Box 309, 16 Bascom St.
Uxbridge L0C 1K0
416-852-3328
Zenith 64720

Elgin County Office
594 Talbot St.
St. Thomas N5P 1C7
519-631-4700
1-800-265-4377

Essex County Office
46 Fox St.
Essex N8M 2S2
519-776-7361
Zenith 13510

Frontenac County Office
Box 651, 1055 Princess St.
Kingston K7L 1H3
613-547-3428
Zenith 35050

Glengarry County Office
Box 579, St. George St.
Alexandria K0C 1A0
613-525-1046
Zenith 46710

Grenville County Office
Box 2004, Ont. Gov't. Bldg.
Kemptville K0G 1J0
613-258-3411
Zenith 99200

Grey County Office
181 Toronto St. S.
Markdale N0C 1H0
519-986-2040
1Zenith 16310

Haldimand Office
Box 129, Cayuga St.
Cayuga N0A 1E0
416-772-3381
Zenith 46710

Halton Office
17 Wilson Dr.
Milton L9T 3J7
416-878-2314
Zenith 33440

Hastings County Office
Box 340, 234 North St.
Stirling K0K 3E0
613-395-3393
Zenith 43340

Huron County Office
Box 159, 20 King St.
Clinton N0M 1L0
519-482-3428
Zenith 73040

Kenora District Office
Ontario Govt. Bldg.
Box 3000
Dryden P8N 3B3
807-223-2415
Zenith 46320

Kent County Office
Box 726
435 Grand Ave. W.
Chatham N7M 5L1
519-354-2150
Zenith 33440

Lambton County Office
Box 730, 4238 Petrolia St.
Petrolia N0N 1R0
519-882-0180
Zenith 43350

Lanark County Office
10 Sunset Blvd.
Perth K7H 2Y2
613-267-1063
Zenith 33440

Leeds County Office
Box 635, 44 Parkdale Ave.
Brockville K6V 5V8
613-342-2124
Zenith 46320

Lennox & Addington County Office
41 Dundas St. W.
Napanee K7R 1Z5
613-354-3371
Zenith 18210

Manitoulin District Office
Box 328
Gore Bay P0P 1H0
705-282-2043
Zenith 64720

Middlesex County Office
50 King Street
London N6A 2P2
519-434-6811
1-800-265-4750

Muskoka & Parry Sound District Office
Box 130, 8 Centre St. N.
Huntsville P0A 1K0
705-789-8886
Zenith 59650

Niagara (North) Office
Vineland Station L0R 2E0
416-562-4142
Zenith 47710

Niagara (South) Office
574 South Pelham St.
Welland L3C 3C6
416-732-7552
Zenith 48110

Nipissing District Office
222 McIntyre St. W.
North Bay P1B 2Y8
705-474-3050
Zenith 97920

Norfolk Office
Box 587, Blue Line Rd.
Simcoe N3Y 4N5
519-426-7120
Zenith 38300

Northumberland County Office
Box 820, 95 Dundas St.
Brighton K0K 1H0
613-475-1630
Zenith 34920

Oxford County Office
Box 666, Hwy. 59 N.
Woodstock N4S 7Z5
519-537-6621
Zenith 99200

Peel Office
3 Elizabeth St. S.
Brampton L6Y 1P7
416-451-5474
Zenith 43350

Perth County Office
413 Hibernia St.
Stratford N5A 5W2
519-271-0280
Zenith 35050

Peterborough County Office
55 George St. N.
Peterborough K9J 3G2
705-745-2403
Zenith 16310

Prescott County Office
Box 110, Main St.
Plantagenet K0B 1L0
613-673-5115
Zenith 48110

Prince Edward County Office
Box 470, Hwy. 33 W.
Picton K0K 2T0
613-476-3224
Zenith 98750

Rainy River District Office
Front St.
Emo P0W 1E0
807-482-2310
Zenith 35050

Renfrew County Office
315 Raglan St. S.
Renfrew K7V 1R6
613-432-4841
1-800-267-8816

Russell County Office
666 Rue Notre Dame
Box 540
Embrun K0A 1W0
613-443-3391
Zenith 47710

Simcoe (North) County Office
Box 340, Hwy. 27 S.
Elmvale L0L 1P0
705-322-2231
Zenith 34920

Simcoe (South) County Office
Box 370, 509 Victoria St. E.
Alliston L0M 1A0
705-435-5521
Zenith 43340

Stormont County Office
Box 655, 109-11th St. W.
Cornwall K6H 5T3
613-933-1581
Zenith 38300

Sudbury District Office
1414 LaSalle Blvd.
Sudbury P3A 1Z6
705-566-1630
Zenith 73040

Timiskaming District Office
Box 'G', Hwy. 11B N.
New Liskeard P0J 1P0
705-647-6701
Zenith 16310

Thunder Bay District Office
Ont. Govt. Bldg.
435 James St. S.
Thunder Bay P7E 6E3
807-475-1631
Zenith 18210

Victoria County Office
322 Kent St. W.
Lindsay K9V 2Z9
705-324-6125
Zenith 97920

Waterloo Office
279 Weber St. N.
Waterloo N2J 3H8
519-884-5390
Zenith 46320

Wentworth County Office
R.R.1, Hwy. 53 E.
Ancaster L9G 3K9
416-527-2995
Zenith 13510

Wellington County Office
Box 159, Fergus-Elora Rd.
Fergus N1M 2W7
519-846-5371
1-800-265-8332

York Office
Newmarket Plaza
Newmarket L3Y 2N1
416-895-4519
Zenith 59650

ANIMAL INDUSTRY BRANCH
Guelph Agriculture Centre
P.O. Box 1030
Guelph N1H 6N1
519-823-5700

AG & FOOD 24

Livestock advisory services and **veterinary** consultation services are available on management, health and **disease** of cattle, sheep and swine to producers and veterinarians throughout Ontario. The branch promotes the production of high quality livestock products through improvement programs (**Record of Performance, ROP**), maintains a feed analysis **laboratory** and feed advisory service, and provides **financial support** to **veterinary** services in designated areas where livestock farms are sparsely located.

The branch administers acts concerning brands and livestock pounds; inspects and issues **licences** to riding **horse** establishments, suppliers of **laboratory animals**, sellers of **live-stock medicines** other than pharmacists and veterinarians and providers of **artificial insemination** services for **livestock**. It inspects **dog pounds** and inspects and **registers** facilities that use **animals** for **research**. The branch also coordinates the **Red Meat Development Program** in cooperation with the Agricultural Representatives Branch.

VETERINARY LABORATORY SERVICES
BRANCH
Guelph Agriculture Centre
P. O. Box 1030
Guelph N1H 6N1
519-823-5700, Ext. 116

AG & FOOD 25

The Veterinary Laboratory Services Branch operates six laboratories that provide assistance to the **livestock** industry and **veterinary** practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from **animals** and **poultry** are submitted by veterinarians and farmers and tests are made to determine the cause of **disease**. The branch administers the **Ontario Hatchery Supply Flock Policy**, involving monitoring procedures to control disease of poultry and the **Fur Farms Act**, requiring licencing of **fur** farmers. The laboratories are listed below:

95 Dundas St.
Brighton K0K 1H0
613-475-1632

Box 3612
Guelph N1H 6R8
519-823-8800, Ext. 4501

Nova Scotia Ave.
Huron Park N0M 1Y0
519-228-6691

Box 790
New Liskeard P0J 1P0
705-647-6701

KCAT
Kemptville K0G 1J0
613-258-3804

100 Main St. E.
Ridgetown N0P 2C0
519-674-5456, Ext. 56

PLANT INDUSTRY BRANCH
Guelph Agriculture Centre
P. O. Box 1030
Guelph N1H 6N1
519-823-5700, Ext. 301

AG & FOOD 2

The Plant Industry Branch provides information at local offices throughout the province on the commercial production of **field and horticultural crops** (e.g., greenhouse vegetables and ornamentals, commercial mushrooms). Information is available to **commercial growers** on safety and correct use of **pesticides**. It is responsible for administration of the **Weed Control Act** through municipally-appointed inspectors. Complaints should be directed to the municipality. The **agricultural energy** section searches alternate methods of **fuel production**, substitution and conservation for **farmers**. The Agroclimatology group provides input into farm weather forecasts and methods of dissemination and coordinate accumulation of climate data from agricultural production areas. For information contact this Ministry's county or district office (see County and District Field Offices entry, AG & FOOD 23).

AGRICULTURAL LABORATORY SERVICES
BRANCH

AG & FOOD 2

PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY
University of Guelph, Bldg 43
Guelph N1G 2W1
519-823-8800, Ext. 4825

The Provincial Pesticide Residue Testing Laboratory provides a **chemical** analytical service to all provincial ministries for the detection and measurement of residues of: **pesticides**, i.e., **insecticides, herbicides, fungicides, acaricides, nematocides**, etc.; **industrial pollutants**; and heavy **metals** within **food, plants, animals, fish, wildlife, soils, water, air** and human tissues. It interprets the significance of analytical results. Contact **laboratory** or ministries involved for **research** papers and reports.

AGRICULTURAL LABORATORY SERVICES
BRANCH

AG & FOOD 2

PEST DIAGNOSTIC LABORATORY
University of Guelph, Graham Hall
Guelph N1G 2W1
519-824-4120, Ext. 2701

The Pest Diagnostic Laboratory provides a service for the identification of **insects, plant diseases** and **weeds** upon receipt of carefully packed samples.

SOIL AND WATER MANAGEMENT BRANCH

AG & FOOD 29

301 Bay St, 8th Flr.

Toronto M7A 2B2

416-965-9921 (Drainage and Water Management)

The Soil and Water Management Branch administers the **Tile Drainage Act** and the **Drainage Act (financial assistance to municipalities and farmers for the improvement of farm land)** and the **Agricultural Tile Drainage Installation Act (licences for installers of tile drainage systems on farm land)**. The branch provides a Ministry focus for review and development of agricultural water management programs and policies.

SOIL AND WATER MANAGEMENT BRANCH

AG & FOOD 30

GUELPH AGRICULTURE CENTRE

P. O. Box 1010

Guelph N1H 6N1

416-823-5700 (Soil Survey and Soil Conservation)

The Soil and Water Management Branch administers the **Topsoil Preservation Act** and the Ontario Soil Conservation and Environmental Protection Assistance Program (OSCEPAP) providing on-farm demonstrations and advice on **soil erosion control management techniques**. It provides **grants** on structures for erosion control and manure management.

SOIL AND WATER MANAGEMENT BRANCH

AG & FOOD 31

ONTARIO INSTITUTE OF PEDOLOGY

Guelph Agriculture Centre

P. O. Box 1030

Guelph N1H 6N1

416-823-5700, Ext. 301

The Ontario Institute of Pedology is comprised of **soil scientists** from the Ontario Ministry of Agriculture and Food, Agriculture Canada and the University of Guelph. The Institute is responsible for the classification and interpretation of Ontario's **soils** to aid Ministry staff in **land use planning**, **tile drainage**, **tillage** and other soil conservation programs.

EDUCATION AND RESEARCH DIVISION

HORTICULTURAL RESEARCH INSTITUTE

AG & FOOD 32

Inland Station L0R 2E0

416-562-4141

The Horticultural Research Institute conducts **horticultural research** (including studies on **soils** and **crops**) to increase production and develop new varieties of **farm products** (e.g., **fruits** and **vegetables** including **mushrooms** and **wine**). The Institute also coordinates all horticultural research and service programs supported by the Ministry. It serves **farmers**, growers of ornamental plants, food processors and wine makers. The Institute provides propagating material (cuttings, etc.) to growers and **nurseries**. Research is conducted at these locations:

Muck Research Station

R.R. 1

Kettleby L0G 1J0

416-775-3783

Horticultural Experiment Station &

Horticultural Products Laboratory

Vineland Station L0R 2E0

416-562-4141

Horticultural Experiment Station

Box 587

Simcoe N3Y 4N5

519-426-7120

ONTARIO AGRICULTURAL MUSEUM

AG & FOOD 23

Milton L9T 2Y3

416-878-8151

The **Ontario Agricultural Museum** in Milton, Ontario, one of the museums operated by the Ontario Government, houses and displays tools, implements and **historical** artifacts associated with the evolution of Ontario agriculture.

The museum features numerous special events, conducts school **tours** and maintains an extensive **library** and **research** facility. The museum is open to the general public from mid-May to Thanksgiving and is open for school tours from early April to early November.

RURAL ORGANIZATIONS AND SERVICES
BRANCH

AG & FOOD 23

Guelph Agriculture Centre

P. O. Box 1030

Guelph N1H 6N1

519-823-5700, Ext. 212

Branch services are administered through the **Guelph Agriculture Centre** and provided through the Ministry's 54 county or district offices (see the County and District Field Offices entry, AG & FOOD 23).

Advisory services and resources are provided to rural organizations including **Federated Women's Institutes of Ontario**, Junior Women's Institute, **agricultural** societies, **horticultural** societies, **fairs**, **Plowmen's Association**, **Junior Farmers' Association of Ontario**, the **Ontario Vacation Farm Association** and other organizations. The **Ontario Plowmen's Association** sponsors the **International Plowing Match** and **Farm Machinery Show**.

The branch coordinates the **4-H Program** and provides **volunteer leadership** training, resources, and guidance to local 4-H clubs.

It conducts **home economics educational** programs on **foods** and **nutrition**, clothing and **textiles** and home and **family** management for consumers as well as other adult educational programs. Up-to-date resources for developing rural leadership and publication for consumers and members of rural organizations are also provided.

The branch administers the **Junior Agriculturalist Program**, a summer program for urban **youth** wanting experience on farms and **Agricrew**, a summer **youth employment** program which provides crews of **students** to farmers for seasonal **jobs**. The branch coordinates the **International Agricultural Exchange Program**. It assists Ontario farmers with the agricultural **manpower** needs by providing information and advice on **farm labour** su

ply, **employment** standards legislation, **personnel** management, **job** creation programs, and training programs for **farm** workers.

COLLEGES OF AGRICULTURAL AND FOOD TECHNOLOGY

AG & FOOD 35

The colleges and the **University of Guelph** offer diploma **education** in **farm** management, **agricultural** production, **agricultural** engineering, **agricultural** **laboratory** technology, **food** service supervision and technology, **veterinary** (animal health) technology, **livestock** production, technology and management and **agricultural** business management. The colleges provide training courses for **dairy** manufacturers, **farm** equipment mechanics and **dairy** and swine herdworkers. They also conduct **agricultural** **research** for the Ministry including studies on **livestock**, **poultry**, field **crops**, **horticultural** plants, **maple** **syrup**, **soils**, **food** and **nutrition**, economics and marketing. For policy matters, please contact this Ministry's Guelph Agriculture Centre, Guelph N1H 6N1, 519-823-5700. Services in the **French** language are provided by the College located in Alfred, Ontario.

*Collège de Technologie
Agricole et Alimentaire d'Alfred*
Box 580
Alfred K0B 1A0
613-679-2218

*New Liskeard College of
Agricultural Technology*
New Liskeard P0J 1P0
705-647-6738

*Centralia College of
Agricultural Technology*
Huron Park N0M 1Y0
519-228-6691

*Ridgetown College of
Agricultural Technology*
Ridgetown N0P 2C0
519-674-5456

*Kemptville College of
Agricultural Technology*
Kemptville K0G 1J0
613-258-3411

*Ontario Agricultural College
University of Guelph*
Guelph N1G 2W1
519-824-4120

AGRICULTURAL ENGINEERING SERVICES

AG & FOOD 36

Guelph Agriculture Centre
P. O. Box 1030
Guelph N1H 6N1
519-823-5700, Ext. 228

The Agricultural Engineering Services provides advice to **farmers** and all persons involved in serving agriculture, on engineering needs related to farm drainage, irrigation, farm **water** supply, erosion control, farm structures (except residences), farmstead equipment, farm machinery economics, ventilation, manure management, **energy** conservation, rural electrification, and microprocessing.

The Agricultural Engineering Services also provide a direct link between field service programs in diploma **education**, and research and development of the Colleges of Agricultural Technology and the School of Engineering at the University of Guelph. To enhance the translation of research results into practical 'on farm' applications, the Service is divided into regional groups located at the five colleges. The Guelph office serves in a coordinating function for the Province.

Please refer to AG & FOOD 23 for the addresses of the County and District offices where other Agriculture Engineers are located.

Head, Engineering Section
Collège de Technologie
Agricole et Alimentaire d'Alfred
Alfred K0B 1A0
613-679-2218

Head, Engineering Section
New Liskeard College of
Agricultural Technology
New Liskeard P0J 1P0
705-647-6738

Head, Engineering Section
Centralia College of
Agricultural Technology
Huron Park N0M 1Y0
519-228-6691

Head, Engineering Section
Ridgetown College of
Agricultural Technology
Ridgetown N0P 2C0
519-674-5456

Head, Engineering Section
Kemptville College of
Agricultural Technology
Kemptville K0G 1J0
613-258-3411

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact the Minister's office, 416-965-1041.

AGRICULTURAL COUNCIL OF ONTARIO
801 Bay St., 6th Flr.
Toronto M7A 1A3
416-965-1423

AG & FOOD

The Agricultural Council of Ontario is an independent senior advisory body which provides advice to the Minister and Government on major issues in the agriculture and food industries.

FARM PRODUCTS APPEAL TRIBUNAL
801 Bay St., 10th Flr.
Toronto M7A 2B2
416-965-5844

AG & FOOD

The Tribunal hears appeals against orders, decisions or regulations made by market boards established under the **Farm Products Marketing Act** (Farm Products Market Board), the **Milk Act** (Milk Commission of Ontario) or by a branch director appointed under the Milk Act. The Tribunal also serves as a Licence Review Board under the Milk Act, the Farm Products Marketing Act, the Edible Oil Products Act and the Oleomargarine Act. The Tribunal hears applications under the Commodity Board Members Act.

ONTARIO FOOD TERMINAL BOARD

AG & FOOD 39

The Queensway
 Toronto M8Y 1H8
 416-259-5479

The Board operates the Ontario Food Terminal, a wholesale fresh **fruit** and produce market to serve all Ontario growers of these **farm** products. The terminal has cold storage facilities. It plays a major role in the orderly marketing of **fruit** and **vegetables** in Ontario.

ONTARIO STOCK YARDS BOARD

AG & FOOD 40

590 Keele St., Room 339
 Toronto M6N 3E3
 416-767-1163

The Ontario Stock Yards Board operates under the **Stock Yards Act**. It provides facilities for weighing **livestock** and supervising all **scales** operations. It issues **licences** to sales agencies operating in the stock yard to act as representatives in the selling of **livestock**.

AGRICULTURAL RESEARCH INSTITUTE OF ONTARIO

AG & FOOD 41

801 Bay St., 11th Flr.
 Toronto M7A 1A3
 416-963-2156

The Agricultural Research Institute of Ontario responds to inquiries regarding **research** programs and policy on **agriculture**, **veterinary** medicine and **food science**. It stimulates interest in **agricultural research** as a means of developing efficiency in the production and marketing of **farm** products in Ontario and also serves as an advisory body on research to the Minister of Agriculture and Food.

ONTARIO FARM MACHINERY BOARD

AG & FOOD 42

801 Bay St., 7th Flr.
 Toronto M7A 2B2
 416-963-2156

The Ontario Farm Machinery Board investigates complaints regarding **farm machinery** and may bring together interested parties to resolve problems of service, parts supply and guarantees involving farmers, dealers and manufacturers in Ontario. The Board has developed an Ontario Farm Machinery Distributor and Retail Dealer Code which defines the extent of commitment of farm machinery distributors and dealers with respect to new farm machinery transactions. Distributors and dealers voluntarily agreeing to meet and adhere to the requirements of the Code will be certified by the Board.

CTS

CTS

AG & FOOD 43

The following is a list of Acts administered by the Ministry of Agriculture and Food. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or communications branch.

Abandoned Orchards Act
 Agricultural Associations Act
 Agricultural Committees Act
 Agricultural Rehabilitation and Development Act (Ontario)
 Agricultural Representatives Act
 Agricultural Research Institute of Ontario Act
 Agricultural Societies Act
 Agricultural Tile Drainage Installation Act
 Animals for Research Act
 Artificial Insemination of Livestock Act
 Beef Cattle Marketing Act
 Bees Act
 Brucellosis Act
 Bull Owner's Liability Act
 Commodity Board Members Act
 Commodity Boards and Marketing Agencies Act
 Cooperative Loans Act
 Crop Insurance Act Ontario
 Dead Animal Disposal Act
 Dog Licensing and Livestock and Poultry Protection Act
 Drainage Act
 Edible Oil Products Act
 Farm Income Stabilization Act
 Farm Products Containers Act
 Farm Products Grades and Sales Act
 Farm Products Marketing Act
 Farm Products Payments Act
 Fur Farms Act
 Grain Elevator Storage Act
 Horticultural Societies Act
 Hunter Damage Compensation Act
 Junior Farmers Establishment Act
 Livestock and Livestock Products Act
 Livestock Branding Act
 Livestock Community Sales Act
 Livestock Medicines Act
 Meat Inspection Act (Ontario)
 Milk Act
 Ministry of Agriculture and Food Act
 Non-resident Agricultural Land Interests Registration Act
 Oleomargarine Act
 Ontario Agricultural Museum Act
 Ontario Food Terminal Act
 Plant Diseases Act
 Pounds Act
 Provincial Auctioneers Act
 Riding Horse Establishments Act

Seed Potatoes Act
Sheep and Wool Marketing Act, 1981
Stock Yards Act
Tile Drainage Act
Topsoil Preservation Act
Veterinarians Act
Weed Control Act

MINISTRY OF THE ATTORNEY GENERAL

18 King St. E., 18th Flr.

Toronto M5C 1C5

The Attorney General is given a wide range of powers. A number of the duties of the office have been set out specifically by Ontario statute. The Ontario Ministry of the Attorney General Act provides that the Attorney General as the law officer of the Executive Council: sees that the administration of public affairs is in accordance with the law; superintends all matters connected with the administration of justice in Ontario; performs the duties and has the powers that belong to the Attorney General and Solicitor General of England by law or usage, so far as those duties and powers are applicable to Ontario; advises the government and superintends upon all matters of a legislative nature; advises the heads of the departments and agencies of government in their legal matters; and conducts and regulates all litigation for and against the Crown.

The Federal Minister of Justice for Canada has legislative authority for the substantive areas of criminal law and procedure and asserts some independent right to prosecute certain classes of offences. The provincial Attorneys General of Canada have paramount responsibility to superintend all aspects of the administration of justice.

COMMUNICATIONS BRANCH

ATT GEN

18 King St. E., 12th Flr.

Toronto M5C 1C5

416-965-9111

The Communications Branch provides information services for the Ministry of the Attorney General. It establishes communications policy for the Ministry, advises its branches on communications problems and provides communications support to the Minister and the Deputy Minister. Activities include media liaison, answering public inquiries, producing and distributing publications, audio-visual materials and news releases. Copies of ministry publications on **drinking and driving**, **family law**, small claims court and other public legal information can be obtained by writing to the branch.

FRENCH LANGUAGE SERVICES

ATT GEN

10 King St. E., 8th Flr.

Toronto M5C 1C3

416-965-3870

French Language Services Coordinator coordinates the provision of **French language services** in the Ministry of the Attorney General. This office provides a general enquiry service for the Ministry of the Attorney General in the French language. The office does not provide translation and inquiries for translation should be directed to the Coordinator of Court Interpretation and Translation, 965-8240.

SERVICES EN FRANCAIS

Le coordonnateur des services en français de ce Ministère est responsable de la mise en oeuvre de la politique du gouvernement en matière de services en langue française (services aux Franco-Ontariens en langue française). Ce bureau ne fait pas de traduction; toutes questions à ce sujet devrait être dirigé au coordonnateur des services d'interprétation et de traduction judiciaires, 965-8240.

LEGISLATIVE COUNSEL

LEGISLATIVE COUNSEL SERVICES

ATT GEN 3

Whitney Block, 1st Flr.

99 Wellesley St. W.

Queen's Park, Toronto M7A 1N7

965-2841

Legislative advisory services are provided to members of provincial parliament (MPPs), government ministers and ministries. The Legislative Counsel Services drafts **legislation** (bills and regulations); prepares the Statutes of Ontario (annual books of statutes) and the Revised Statutes of Ontario or RSOs (a consolidation of statutes, revised every ten years) and files and publishes regulations. In addition to the statutes in the RSO, there are other statutes that still have the force of law. A list of these may be found in Schedule 1, Volume 9, Revised Statutes of Ontario 1980. The Legislative Counsel Services has a sub-branch (described in a separate entry) which is responsible for translating selected legislation into French. For information on statutes, contact 965-2841; on regulations, contact 965-2854; on French translations, contact 965-6096. Copies of legislation and bills can be obtained at the Ontario Government Bookstore, 880 Bay St., Toronto, 965-2054 or by writing to the Publications Centre, 880 Bay St., Toronto M7A 1N8 (see entry MGS 30).

FRENCH TRANSLATION BRANCH

ATT GEN 4

Whitney Block, 1st Flr.

99 Wellesley St. W.

Queen's Park, Toronto M7A 1N7

965-6096

French Translation Branch, reporting to Legislative Counsel Services, is responsible for the **translation** of selected statutes and regulations into the French language and publishes the **French** translations of **legislation**. Copies of translated legislation can be obtained at the Ontario Government Bookstore, 880 Bay St., Toronto, 965-2054 or by writing to the Publications Centre, 880 Bay St., Toronto M7A 1N8 (see entry MGS 30).

POLICY DEVELOPMENT DIVISION

POLICY DEVELOPMENT DIVISION

ATT GEN 5

King St. E., 18th Flr.

Toronto M5C 1C5

965-2816

The Policy Development Division functions include: **research** and analysis of all aspects of the administration of justice in Ontario, continual review of the statutes administered by the Ministry, developing its legislative program, and advising the Attorney General and his Deputy on the progress of bills during **legislation**.

CRIMINAL LAW DIVISION

DIRECTOR OF CROWN ATTORNEYS

18 King St. E., 18th Flr.
Toronto M5C 1C5
416-965-5879

ATT GEN

The Director of Crown Attorneys supervises and coordinates the activities of the **crown attorneys** in the 49 counties and districts of the province (listed under Ministry of the Attorney General, Ontario Courts, ATT GEN 41). The Director provides consultation with crown attorneys on particular **criminal** matters and is responsible for the hiring of crown attorneys' staff.

CROWN ATTORNEYS SYSTEM

416-965-5879

ATT GEN

The crown attorneys are responsible for the conduct of **prosecutions** of **offences** in the county or district under the **Criminal Code of Canada** and other federal statutes such as the **Young Offenders Act**. They also conduct **prosecutions** under provincial statutes such as the **Highway Traffic Act** and the **Liquor Licence Act**. The crown attorneys and their assistants exercise the Attorney General's discretionary powers with respect to **prosecutions**. They choose the appropriate charge on which to proceed, consider the release of prisoners pending **trial** and conduct **trials** at all levels of court.

The crown attorneys also watch over private summary conviction **prosecutions** and intervene if the interests of the community require it. They represent the Crown in all summary conviction appeals held in the district courts. The crown attorneys act as counsel to the **coroner** during **inquests** and advise and inform the **police**, **lawyers** and the public on general matters related to the administration of justice.

Crown attorneys are listed in alphabetical order by county or district under the Ministry of the Attorney General, Ontario Courts entry, ATT GEN 41.

CROWN LAW OFFICE CRIMINAL LAW

18 King St. E., 16th Flr.
Toronto M5C 1C5
416-965-0650

ATT GEN

This office is responsible for the preparation and argument of all **criminal** appeals in indictable offences in the province, whether the Crown is the respondent or the appellant. The branch deals with the judiciary, crown attorneys, police and the public and it conducts special **prosecutions**.

The branch also provides a **racial attack advice service** by telephone to victims of racially-motivated **criminal offences**, including physical **assaults** where the police have not laid charges. Lawyers inform callers of their right to lay charges and the procedure to follow.

CIVIL LAW DIVISION

CROWN LAW OFFICE

CIVIL LAW

8 King St. E., 17th Flr.

Toronto M5C 1C5

(416) 965-2831

ATT GEN 9

This office provides the Ontario Government with legal services in civil **litigation** matters at all levels of courts, boards and tribunals and gives professional advice and legal opinions to all government ministries, agencies and tribunals on a variety of subjects including interpretation of provincial **legislation**. It examines applications for **judicial review** to determine if an intervention will be made on behalf of the Attorney General. It deals with claims for and against the Crown. It answers inquiries from the public on statutes administered by this Ministry.

CROWN LAW OFFICE

CONSTITUTIONAL LAW

8 King St. E., 17th Flr.

Toronto M5C 1C5

(416) 965-6271

ATT GEN 10

This office advises all ministries on **constitutional** questions and reviews all **litigation** in Ontario courts and in the Supreme Court of Canada in which constitutional questions are raised. Where advisable, division counsel appear in such litigation to represent the Attorney General as a party or intervenor, or to represent the concerned ministry.

LEGAL SERVICES BRANCH

8 King St. E., 18th Flr.

Toronto M5C 1C5

(416) 965-2535

ATT GEN 11

The Legal Services Branch is responsible for the provision of **lawyers** to the ministries of the Ontario government. The branch coordinates and assists in general **legal** advice to these ministries. It also functions as Chief Inquiry Officer under the **Expropriations Act**, appointing and providing liaison with inquiry officers throughout the Province who hear concerns from the public on specific **expropriation** cases.

OFFICIAL GUARDIAN BRANCH

10 Dundas St. W.

Toronto M5G 1E4

(416) 965-1865

ATT GEN 12

The **Official Guardian** represents the civil rights of persons under a legal disability, usually **children** under 18 years of age or the **mentally incompetent**, as well as **unborn** and **absentee** persons. The Official Guardian also makes recommendations to the Court regarding the care, custody and maintenance of **children** in **divorce** cases and provides legal representation for children in protection and **custody** cases.

PUBLIC TRUSTEE BRANCH

ATT GEN

145 Queen St. W.
Toronto M5H 2N8
416-362-1331

The **Public Trustee Branch** manages **estates** of **mentally incompetent** persons (mainly those in **psychiatric** hospitals and facilities for the **developmentally handicapped**). The Public Trustee may be appointed administrator of **estates** of Ontarians who die **intestate** without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. The Public Trustee may also be appointed executor under a will. The Public Trustee is authorized to accept private trusts, powers of attorney, etc.. The branch advises **charitable organizations** of legacies from **wills** and reviews operations of charities. It receives in trust assets of **corporations** undergoing dissolution and is authorized to receive funds in trust for perpetual care of **cemeteries**.

PROGRAMMES AND ADMINISTRATION DIVISION

COMPUTER AND TELECOMMUNICATIONS
SERVICES BRANCH

ATT GEN

18 King St. E., 5th Flr.
Toronto M5C 1C5
416-965-0467

This branch supports the information processing requirements of the Ministry of the Attorney General by: providing expertise and consultation to ministry management on the appropriate use of technology; educating and supporting end-users of information, computer and telecommunications resources; planning and managing the installation of **telecommunication** networks; planning and managing the computerization processes of the various operational program areas; and managing the ongoing operation of data collection and dissemination of the corporate information resources of the Ministry.

ACCOUNTANT OF THE SUPREME COURT OF
ONTARIO

ATT GEN

123 Edward St.
Toronto M5G 1E2
416-965-5596

This office is the depository for all money, **mortgages** and **securities** which are paid into or lodged with, the Supreme Court of Ontario. These monies, mortgages and securities are received and disbursed or released pursuant to judgments and orders of the **Supreme Court of Ontario** and in accordance with the **Judicature Act** and other relevant statutes. Where monies are in court to the credit of infants, this office administers the funds until the age of majority of the **children**.

FINANCIAL MANAGEMENT AND PROGRAMME
PLANNING BRANCH

ATT GEN

18 King St. E., 3rd Flr.
Toronto M5C 1C5
416-965-1291

The branch provides all programs of the Ministry with financial management and accounting services including formulation of program estimates and branch budgets.

maintains the ministry Manual of Administration relating to financial and administrative policies and procedures.

The branch provides internal coordination and program planning and implementation, particularly where there is ongoing liaison and consultation required with central agencies of the government. It oversees the analysis and planning function of the Ministry which monitors and evaluates the effectiveness and efficiency of programs and activities; develops submissions for central agencies in consultation with operating branches and coordinates all cost sharing agreements with other government bodies.

It also assists **royal commissions** and **judicial inquiries** with logistical and administrative support and advises them on administration and operational guidelines.

Other responsibilities include drafting, coordinating and processing all Orders-in-Council and Regulations for the Ministry and administering the **Public Institutions Inspection Act**.

It operates the Ministry **library** (965-4714) and **reading room** which provides public access to all Ministry publications, statutes, regulations and most manuals.

HUMAN RESOURCES BRANCH

ATT GEN 17

18 King St. E., 14th Flr.

Toronto M5C 1C5

416-965-2552

The Human Resources Branch is responsible for the development, coordination and administration of the full range of **personnel** services within the Ministry of the Attorney General. It is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels, staff recruitment, training and development, employee counselling and staff relations. It maintains the Ministry's personnel records and provides liaison between the Ministry and the Civil Service Commission and the Ontario Public Service Employees Union (OPSEU). It administers **The Blind Persons' Rights Act**: blind persons shall not be denied **accommodation**, services or facilities or experience **discrimination** because they keep or are accompanied by a guide **dog**. The branch issues an identification card with a picture of the **blind** person and the **dog** upon successful completion of an approved training program, as proof of entitlement to the provisions of the act.

AUDIT SERVICES BRANCH

ATT GEN 18

101 Bloor St. W., 4th Flr.

Toronto M5S 1P7

416-965-4223

The branch is responsible for the Ministry's audit functions which include comprehensive review and appraisal of Ministry financial, administrative and operational records, systems and controls.

AFFIRMATIVE ACTION PROGRAM

ATT GEN 19

18 King St. E., 3rd Flr.

Toronto M5C 1C5

416-965-7502

The Affirmative Action Program Manager plans, develops and coordinates the Ministry's Affirmative Action Program to improve the employment status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

ADMINISTRATIVE TRIBUNALS

OFFICE OF THE PUBLIC COMPLAINTS COMMISSIONER

ATT GEN 20

157 Bloor St. W.
Toronto M5S 1P7
416-963-1141

The Office of the **Public Complaints Commissioner (PCC)** handles complaints from members of the public against **police** officers on the Metropolitan Toronto Police Force. A citizen may lodge a complaint directly with the Commissioner or with the Police Force. Regardless of where the complaint is lodged, copies are forwarded so that both the Commissioner and the Police are aware of all complaints immediately. The Public Complaints Commissioner has the power to conduct his own investigation, completely separate from that of the police. The Commissioner is an independent civilian responsible for making sure that all complaints concerning allegations of misconduct are dealt with promptly and fairly. A complainant who is not satisfied with the decision made by the Chief of Police has the right, in certain circumstances, to have the Commissioner review the matter and after completing his review, the Commissioner may order a hearing before a Board of Inquiry which has the power to impose penalties directly on the officer involved. Office hours are 8:30 a.m. to 5:15 p.m. There is a twenty-four hour telephone answering service.

ONTARIO MUNICIPAL BOARD

ATT GEN 21

180 Dundas St. W.
Toronto M5G 1E5
416-598-2266

The **Ontario Municipal Board** is an independent administrative tribunal involved in hearing applications/appeals concerning municipal and planning matters such as: **zoning** by-laws, **subdivision** plans, **official plans**, consents and minor variances under the **Planning Act**; assessment appeals under the **Assessment Act**; **land compensation** matters under the **Expropriations Act**; municipal capital expenditures and debentures under the **Municipal Act** and other legislation.

The establishment of the Board and some of its authority is derived from the Ontario Municipal Board Act.

ASSESSMENT REVIEW BOARD

ATT GEN 22

80 Bloor St. W.
Toronto M5S 1L9
416-965-7574

The Assessment Review Board hears complaints against **real property assessment** and **business** assessment, the basis of **municipal taxation** in Ontario. It hears appeals on the refusal of municipal clerks to amend **school** support lists for school board taxation, applications for the cancellation, reduction or refund of municipal taxes and applications for increasing municipal taxes where manifest errors have been made in the collectors' roll. For further information on real property assessment, see Ministry of Revenue, Field Operations Branch, REVENUE 14. Contact municipal office locally for questions on property taxation and rates. For assessment complaints, contact Regional Registrar of Assessment Review Board at one of these offices:

Regional Registrar
Northwestern Area
 85 Great Northern Rd.
Sault Ste. Marie P6B 4Y8
 705-949-5280

Regional Registrar
Central, Georgian Bay
and Lake Huron Area
 713 Davis Dr., Ste. 303
Newmarket L3Y 2R3
 416-895-1274
 (Simcoe, York, Halton,
 Peel)

Regional Registrar
Eastern Area
 2378 Holly Lane, Rm. 208
Ottawa K1V 7P1
 613-731-7166
 (Ottawa-Carleton, Prescott
 & Russell, Stormont, Dundas
 & Glengarry, Lanark, Leeds
 & Grenville, Renfrew, Frontenac,
 Lennox & Addington, Hastings,
 Prince Edward, Northumberland)

Regional Registrar
Grand River/Niagara Area
 678 Main St. E., Ste. 303
Hamilton L8M 1K2
 416-549-4173
 (Brant, Dufferin, Wellington,
 Waterloo, Niagara,
 Haldimand-Norfolk,
 Hamilton-Wentworth)

Regional Registrar
Lake Ontario Area
 277 George St. N., Ste. 207
Peterborough K9J 3G9
 705-743-7960
 (Peterborough, Victoria,
 Haliburton, Durham)

Regional Registrar
Metro Toronto Area North
 80 Bloor St. W., Ste. 701
Toronto M5S 1L9
 416-965-6826

Regional Registrar
Metro Toronto Area South
 80 Bloor St. W., Ste. 701
Toronto M5S 1L9
 416-965-6826

Regional Registrar
Northeastern Area
 Northgate Square, Ste. 300
North Bay P1B 2H3
 705-474-1612
 (Nippissing, Muskoka,
 Parry Sound, Cochrane,
 Timiskaming, Manitoulin,
 Algoma, Kenora, Rainy River,
 Thunder Bay, Sudbury)

Regional Registrar
Southwestern Area
 426 Third St., 1st Flr.
London N5W 4W6
 519-453-6660
 (Elgin, Bruce, Grey,
 Middlesex, Oxford, Kent,
 Lambton, Essex, Huron,
 Perth)

CRIMINAL INJURIES COMPENSATION BOARD

ATT GEN 23

439 University Ave., 17th Flr.
 Toronto M5G 1Y8
 416-965-4755

The board provides **compensation** to eligible applicants when a person is injured or killed in Ontario, as the result of an unprovoked act of **criminal** violence.

BOARD OF NEGOTIATION

ATT GEN 24

439 University Ave.
Toronto M5G 1Y8
416-965-2867

The Board of Negotiation may act as a mediator to negotiate a settlement when **real property** is expropriated and no agreement can be reached on **compensation** for the **expropriation**. Either the property owner or the expropriating authority can request the services of the Board of Negotiation.

BOARD OF VALUATION

ATT GEN 25

439 University Ave.
Toronto M5G 1Y8
416-965-2867

Where a power exercised under the **Power Corporation Act** does not constitute an expropriation or injurious affection, **compensation** shall be paid to the **real property** owner for all damage, and when no agreement is arrived at as to the amount of compensation to be paid to the owner, the Board of Valuation shall determine compensation for such property damage. If either the owner or the power corporation is dissatisfied with the amount fixed, appeals may be made to the **Ontario Municipal Board**.

COURTS ADMINISTRATION DIVISION

ATT GEN 26

COURTS ADMINISTRATION DIVISION
18 King St. E., Mezzanine Level
Toronto M5C 1C5
416-965-5184

Courts Administration Division provides administrative support to the civil and criminal **courts** in Ontario. It ensures the availability of interpretation/translation services to the courts and is involved with the implementation of **French language services** in Ontario courts (965-3870). It provides administrative services to **District** (formerly County and District) **Court**, **Surrogate Court** and **Supreme Court of Ontario** offices, including direction to sheriffs and court registrars (965-1524). The division manages the **Small Claims Court**, Provincial Court (Civil) offices and provides direction to Small Claims Court bailiffs and clerks (965-7945). It manages Provincial (Criminal and Family) Court offices (965-0916). It provides **courts** and office **accommodation** planning (965-8453) and ensures the provision of court reporting services (965-2399). It processes applications for **Commissioners** for taking **affidavits** and **notaries public** (965-2848).

COURTS

SUPREME COURT OF ONTARIO

ATT GEN 27

130 Queen St. W.
Toronto M5H 2N5
416-363-4101

The **Supreme Court of Ontario** consists of two divisions: the **High Court of Justice**, the trial division and the **Ontario Court of Appeal**, which hears only **appeals** and is the highest court in the Province. With certain exceptions, parties before the High Court may demand a trial by judge and **jury**. The **Divisional Court** is a division of the High Court with jurisdiction to hear certain **appeals**. The **Family Law Division** of the High Court (965-

7418) handles **trials** of **divorce** actions and motions relating to disputes between husband and wife or parents and **children**, e.g., infant custody maintenance and/or **support**. There is a local office of the Supreme Court in every county or district (see list under the Ontario Courts entry, Ministry of the Attorney General, ATT GEN 41). The Divisional Court and Court of Appeal sit primarily in Toronto.

SUPREME COURT OF ONTARIO

ATT GEN 28

MASTERS' OFFICE

145 Queen St. W.
Toronto M5H 2N7
416-965-5578

The **masters** are judicial officers of the **Supreme Court of Ontario** who have jurisdiction to consider certain applications in proceedings in the Supreme Court. One of their tasks is the **assessment** or review of lawyers' bills. Clients wanting to challenge fees charged by **lawyers** must go, with a copy of the bill, to the Supreme Court of Ontario within 30 days of receiving the bill or ask a judge for a time-extension. If the complaint is justified, the judge will issue an order to have the bill assessed. To initiate proceedings or launch appeals of an assessment officer's decision, contact: in Toronto, Weekly Court, Supreme Court, 145 Queen St. W., Toronto M7H 2N7, 965-5541; in Ottawa, Master, Supreme Court, 2 Daly Ave., Ottawa K1N 6E2, 613-566-3702; in other areas, the Local Registrar of the Supreme Court of Ontario (listed under Ontario Courts, Ministry of the Attorney General, ATT GEN 41).

SUPREME COURT OF ONTARIO

ATT GEN 29

LOCAL REGISTRAR'S OFFICE

145 Queen St. W.
Toronto M5H 2N9
416-965-5544

Supreme Court of Ontario **Local Registrar's Office**, Judicial District of York, handles inquiries regarding cases commenced in this district. For a listing of **divorce** cases for **trials**, contact 965-7419; for **bankruptcy**, contact 965-5573; for other cases, contact 965-7416. The Office provides certified copies of court **documents**, e.g., final **divorce** decree (965-5563). Outside this judicial district contact the local Supreme Court Registrar of that county or district. Although divorce and bankruptcy cases are filed with the Supreme Court of Ontario, these are governed by federal laws, the Canada Divorce Act and the Canada Bankruptcy Act, respectively. Questions about legal rights or requests for advice should be referred to a lawyer.

SUPREME COURT OF ONTARIO

ATT GEN 30

REPORTERS' OFFICE

100 University Ave., Ste. 716
Toronto M5G 1W4
416-965-2824

Supreme Court of Ontario **Reporters' Office** supplies shorthand reporters who provide verbatim **reporting** services for the sittings of all **trials** in the Supreme Court of Ontario throughout the Province. It also provides written **transcripts** of proceedings. With rare exceptions, court transcripts are available to anyone, for a fee. The Reporters' Office serves only the Supreme Court of Ontario; lower courts have their own staff.

DISTRICT COURT OF ONTARIO

ATT GEN 31

400 University Ave.

Toronto M5G 1S5

416-965-1866

The District Court of Ontario has jurisdiction in both **criminal** and civil cases, including **divorce**. In civil cases any amount may be claimed but the defendant can ask to have the action moved into the **Supreme Court of Ontario** if the amount is over \$15,000. However, cases involving amounts under \$1,000 (\$3,000 in Metro Toronto) are usually brought in the Small Claims Court (Provincial Court, (Civil Division)). The District Court hears proceedings pursuant to a variety of Statutes including: **Landlord and Tenant Act**, **Change of Name Act**, **Unconscionable Transactions Relief Act** (excessive cost of loans) and **Mental Incompetency Act**. Persons rarely appear without legal counsel. In many cases either party may retain **trial** by judge and jury. Criminal jurisdiction involves handling of trials, with or without a jury, of most indictable offences.

Sheriffs in judicial districts and counties carry out the orders of the District and Supreme Courts of Ontario and summon jurors for **jury** duty in these courts. They put into effect **writs** of execution and serve **documents** on behalf of members of the legal profession and the public. **Sheriffs** are in charge of the county court house (e.g., maintenance, security, etc.).

SURROGATE COURT

ATT GEN 32

361 University Ave.

Toronto M5G 1X9

416-965-7314

Surrogate Court probates **wills** of persons who die testate (with a will) and letters of administration of persons who die **intestate** (without a will). The Surrogate Court also handles contested claims against **estates**, will **trials**, applications under the **Succession Law Reform Act** and **Proof in Solemn Form of Lost Wills**. Contact local Surrogate Court Registrar listed alphabetically by county or district under the Ontario Courts entry, Ministry of the Attorney General, ATT GEN 41.

PROVINCIAL COURT (CIVIL DIVISION)

ATT GEN 33

SMALL CLAIMS COURT

Judges' Chambers

400 University Ave., 25th Flr.

Toronto M5G 1S8

416-965-3715

Small Claims Court Services Branch

18 King St. E., Mezzanine Flr.

Toronto M5C 1C5

416-965-7945

Provincial Court (Civil Division), also known as the **Small Claims Court**, provides a convenient and inexpensive way to settle disputes over goods and services and collect outstanding **debts** for amounts not exceeding \$3,000, exclusive of interest, in Metropolitan Toronto and not exceeding \$1,000, exclusive of interest, for the remainder of the province.

Procedures are informal; lawyers are not required, although their services may be used. Court staff may assist in the filing of a claim or defence. The small claims courts are listed

alphabetically by county or district under the Ontario Courts entry, Ministry of the Attorney General, ATT GEN 41.

PROVINCIAL COURT (CIVIL DIVISION)

ATT GEN 34

SMALL CLAIMS COURT REFEREES

Judicial District of York

College Park, 444 Yonge St., Rm. 257

Toronto M5B 2H4

416-965-5591

Referees of the Small Claims Court counsel people with their problems with **debts**, particularly with **claims** and **garnishments**. Those wanting this service must telephone for an appointment and bring complete information regarding income, expenses, debts and creditors.

There is a small claims court referee in each of the following judicial districts or counties: Algoma (located in Elliot Lake and Sault Ste. Marie), Cochrane (Timmins), Essex (Windsor), Hamilton-Wentworth (Hamilton), Kenora (Dryden and Kenora), Ottawa-Carleton (Ottawa), Middlesex (London and Strathroy), Sudbury (Sudbury), Thunder Bay (Thunder Bay), Timiskaming (Haileybury) and York (Toronto). To provide better service to the public in Metro Toronto, the small claims court referee service has been decentralized. In addition to the referee at the College Park location, there are referees at the Etobicoke, North York and Scarborough Small Claims Courts. For addresses and telephone numbers, see small claims court listings under Ontario Courts, Ministry of the Attorney General, ATT GEN 41.

PROVINCIAL COURT (CRIMINAL DIVISION)

ATT GEN 35

60 Queen St. W.

Toronto M5H 2M4

The Provincial Court (Criminal Division) is presided over by judges appointed by the Lieutenant-Governor-in-Council. The Provincial Court (Criminal Division) renders the final disposition in approximately 95 per cent of all cases, including **young offenders** 16 and 17 years of age charged with criminal or regulatory offenses, under the **Criminal Code of Canada** and other federal statutes.

A person accused of an indictable offence which is not in the absolute jurisdiction of a judge of the Provincial Court and not one customarily tried before the Supreme Court of Ontario may elect to be tried before a Provincial Court judge or before a county or district court judge sitting either alone or with a jury. For **bail** procedures to release a person from custody, contact a justice of the peace of the appropriate court branch, or in Toronto, the Bail Office, at 965-7522.

Civil **marriages** are performed by justices of the peace and judges by special appointment only. In Toronto, civil marriages are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

The Provincial Court (Criminal Division) holds sittings on a regular basis at approximately 149 locations throughout the Province; a list showing the Court addresses and telephone numbers appears under Ministry of the Attorney General, Ontario Courts, ATT GEN 41.

PROVINCIAL COURT (CRIMINAL DIVISION)
PROVINCIAL OFFENCES COURT

ATT GEN 36

The Provincial Offences Court is presided over by provincial judges and justices of the peace who render the final disposition regarding **offences** under the Statutes of Ontario and **municipal** by-laws, excluding parking infractions.

The **Provincial Offences Act** covers the **prosecution** of all provincial offences (e.g., those under the **Highway Traffic Act**) and municipal by-laws, excluding parking infractions. This Act provides a procedure for dealing with minor offences. The person charged may choose one of three options: a payment out of court, a plea of not guilty, or a plea of guilty with explanation. The Act also provides for proceedings to be brought to court for more serious offences. Parking infractions continue under the Summary Convictions Act (for the present).

For questions about payment of **parking tags** issued by municipal police, contact the police directly since payment procedures vary throughout the province. Parking tags issued by the Metro Toronto Police are payable at any court office in Metro, or any bank in the province.

For inquiries on payment of **fin**es following conviction and **driver licence** suspension for non-payment of fines, call the Provincial Court (Criminal Division); in Toronto, call 965 7537.

The Provincial Offences Court holds sittings on a regular basis at approximately 149 locations throughout the Province. Addresses are the same as for the Provincial Court (Criminal Division) and are listed under Ministry of the Attorney General, Ontario Courts, ATT GEN 41.

PROVINCIAL COURT (CRIMINAL DIVISION)
DEFAULTED FINES CONTROL CENTRE

ATT GEN 3

60 Queen St. W., Rm. 19
Old City Hall
Toronto M5H 2M4
416-965-9012

The **Defaulted Fines Control Centre** monitors court orders suspending **driver licences** for non-payment of **fin**es under the **Highway Traffic Act** and provides information about the fine(s) which caused the suspension and procedures to clear it. The Centre may be contacted by telephone in Toronto at 965-9012 or by writing to the above address. The Centre is not involved with traffic fines for drivers whose licences have not yet been suspended due to non-payment; for this information, contact the appropriate Provincial Offences Court (same address as the local Provincial Court (Criminal Division) listed under the Ministry of the Attorney General, Ontario Courts, ATT GEN 41).

PROVINCIAL COURT (CRIMINAL DIVISION)
METRO TORONTO FORENSIC SERVICE

ATT GEN 3

1001 Queen St. W.
Toronto M6J 1H4
416-535-8501

Metro Toronto Forensic Service (METFORS) performs **psychiatric** assessments of persons who have been arrested due to alleged **criminal** offences and are suspected of being

mentally ill. Examinations are ordered primarily by the Provincial Court (Criminal Division) and conducted usually prior to bail. The Service also assesses and treats those persons who have demonstrated signs of mental illness while in jail awaiting trial. **MET-FORS** is funded by the Ministry of the Attorney General, staffed by professionals in the field and run by a board of representatives from the **Clarke Institute of Psychiatry** and the Ministries of the Attorney General, Health and Correctional Services. Located at 1001 Queen St. W., it primarily serves courts within the Judicial District of York; at times some cases are accepted from elsewhere.

PROVINCIAL COURT (FAMILY DIVISION)

ATT GEN 39

Chief Judges' Office
700 Bay St.
Toronto M5G 1Z6
416-965-3214

Provincial Court (Family Division) deals with domestic relations law (custody of **children**, **support** orders for spouses, infants and destitute parents and guardianship of children's estates); child welfare (child protection and **adoption** and **young offenders** (children 12 to 15 years of age charged with **criminal** or regulatory offences). Provincial Judges who ordinarily preside over the Provincial Court (Family Division) reconstitute their Court as the **Provincial Court (Criminal Division)** to try various intra-familial crimes (e.g., **incest**, **family assaults**). Child protection proceedings are usually initiated by local children's aid societies.

There is a court in each county, district or judicial district, except for the Judicial District of Hamilton-Wentworth (see next entry, Unified Family Court, ATT GEN 40). See list under Ontario Courts, Ministry of the Attorney General, ATT GEN 41.

UNIFIED FAMILY COURT

ATT GEN 40

Judicial District of Hamilton-Wentworth
100 James St. S.
Hamilton L8P 2Z3
416-525-1550

The Unified Family Court, Judicial District of Hamilton-Wentworth, was established in 1977 in response to the recommendations of the federal and Ontario law reform commissions and as a pilot project for the future development of this court in other areas of Ontario. Replacing the former Provincial Court (Family Division) of Hamilton-Wentworth, the Unified Family Court has exclusive, original jurisdiction over family matters as set out in the Unified Family Court Act, 1976. It is designed as a remedy to problems assumed to be caused by the existing court system, by unifying the exercise of jurisdiction in all **family law** matters in one court. Its objectives relate to the interests of individual families and the state. For families, the system aims to reduce feelings of confusion in the legal resolution of disputes; to reduce costs of resolving disputes through the court; to reduce delay and inconvenience; and to provide families with a resolution which is comprehensive, equitable, understandable and durable. For the state, the system aims to reduce court, legal and welfare costs in the resolution of family disputes; to preserve and strengthen the family by helping spouses accept their responsibilities; and to promote conditions which encourage respect for the law and the courts.

ONTARIO COURTS

ATT GEN 4

Ontario is administratively divided into judicial counties or districts. Below is a list of courts, grouped by the judicial counties or districts in which they are located. Courts are also listed in the blue pages of all telephone directories. If long distance ask operator for appropriate Zenith number.

ALGOMA DISTRICT

Provincial Court (Criminal)

P.O. Box 187

Bruce Mines P0R 1C0

705-785-3767

Zenith 81930

Provincial Court (Criminal)

14 Oakland Blvd.

Elliot Lake P5A 2T1

705-848-2500

Zenith 81930

Provincial Court (Civil Division)

Elliot Lake Small Claims Court

12 Gillanders Rd.

Elliot Lake P5A 1W3

705-848-2383

Zenith 89000

Crown Attorney

Court House, P. O. Box 550

Sault Ste. Marie P6A 5M8

705-949-4440

Zenith 61130

Sheriff-District Court

Court House

P. O. Box 550

Sault Ste. Marie P6A 5M8

705-253-3261

Zenith 30490

Local Registrar-Supreme Court

District Court Clerk

Surrogate Registrar

Court House

426 Queen St. E.

Sault Ste. Marie P6A 5M8

705-254-6911

For toll-free number, see
blue pages in telephone directory

Provincial Court (Criminal)

Court House, P. O. Box 550

Sault Ste. Marie P6A 5M8

705-254-6897

Zenith 81930

Provincial Court (Family)

Court House, P. O. Box 909

473 Queen St. E., Ste. 100

Sault Ste. Marie P6A 5N5

705-253-3288

Zenith 20650

Provincial Court (Civil Division)

Sault Ste. Marie Small Claims Court

Small Claims Court Referee

Court House, 424-440 Queen St. E.

Sault Ste. Marie P6A 1Z7

705-253-5141

Zenith 89000

Provincial Court (Civil Division)

14 Maple St.

Thessalon P0R 1L0

705-842-3220

Zenith 89000

Provincial Court (Civil Division)

Wawa Small Claims Court

42 Superior Ave.

Wawa P0S 1K0

705-856-7079

Zenith 89000

BRANT COUNTY

Crown Attorney

Court House

80 Wellington St.

Brantford N3T 2L9

519-752-3704

*Sheriff/Local Registrar-Supreme Court
Court House*
70 Wellington St.
Brantford N3T 2L9
519-752-5941

Provincial Court (Criminal)
102 Wellington Sq.
Brantford N3T 2M2
519-753-3121

Provincial Court (Family)
City Hall, 2nd Flr.
100 Wellington Sq.
Brantford N3T 2M2
519-752-6559

Provincial Court (Civil Division)
Brantford Small Claims Court
34 Market St.
Brantford N3T 2Z5
519-753-0451

BRUCE COUNTY

Provincial Court (Civil Division)
Port Elgin Small Claims Court
Box 1621, 607 Mill St.
Port Elgin N0H 2C0
519-832-2253
Zenith 89000

Crown Attorney
Court House
P. O. Box 460
Walkerton N0G 2V0
519-881-0432
Zenith 61130

Sheriff
Court House
Walkerton N0G 2V0
519-881-1772
Zenith 30490

Local Registrar-Supreme Court
Surrogate Registrar
Court House
Walkerton N0G 2V0
519-881-0211
Zenith 71040

Provincial Court (Criminal & Family)
P. O. Box 39
Walkerton N0G 2V0
519-881-2333
Zenith 81930

Provincial Court (Civil Division)
Walkerton Small Claims Court
Court House
Box 430, 215 Cayley St.
Walkerton N0G 2V0
519-881-0211
Zenith 71040

Provincial Court (Civil Division)
Warton Small Claims Court
Box 514, 507 Mary St.
Warton N0H 2T0
519-534-1714
Zenith 89000

COCHRANE DISTRICT

Sheriff
Court House
Cochrane P0L 1C0
705-272-4256
Zenith 30490

Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
P. O. Box 638
Cochrane P0L 1C0
705-272-4186
Zenith 71040

Provincial Court (Criminal & Family)
P. O. Box 2069
Cochrane P0L 1C0
705-272-4358
Zenith 81930

Provincial Court (Civil Division)
Cochrane Small Claims Court
Box 1688, 149 4th Ave.
Cochrane P0L 1C0
705-272-4151
Zenith 89000

Provincial Court (Civil Division)
Iroquois Falls Small Claims Court
Box 369, 885 Centennial St.
Iroquois Falls P0K 1G0
705-232-4374
Zenith 89000

Crown Attorney
2, Drury St.
Kapuskasing P5N 1K8
705-335-6184
Zenith 61130

Provincial Court (Civil Division)
Kapuskasing Small Claims Court
Box 182, 22 Hill St.
Kapuskasing P5N 2Y3
705-335-6383
Zenith 89000

Crown Attorney
230A First Ave.
Timmins P4N 1H5
705-264-5234
Zenith 61130

Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
48 Spruce St. N.
Timmins P4N 6M7
705-267-1449

Provincial Court (Criminal)
The 101 Mall, Ste. 125
38 Pine St. N.
Timmins P4N 6K6
705-264-2376
Zenith 81930

Provincial Court (Family)
The 101 Mall, 2nd Flr.
38 Pine St. N.
Timmins P4N 6K6
705-264-5228
Zenith 20650

Provincial Court (Civil Division)
Timmins Small Claims Court
Small Claims Court Referee
47 Pine St. S.
Timmins P4N 2J9
705-264-3808
Zenith 89000

DUFFERIN COUNTY

Crown Attorney
Provincial Court Office
75 First St.
Orangeville L9W 2E7
519-941-4471

Sheriff/Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
51 Zina St.
Orangeville L9W 1E5
519-941-4744

Provincial Court (Criminal & Family)
75 First St., 2nd Flr.
Orangeville L9W 2E7
519-941-5802

Provincial Court (Civil Division)
Orangeville Small Claims Court
21 First St.
Orangeville L9W 2C8
519-941-1392

Provincial Court (Civil Division)
Shelburne Small Claims Court
R. R. 1
Shelburne L0N 1S0
519-925-5040

JUDICIAL DISTRICT OF DURHAM

Provincial Court (Criminal)

242 King St. E.
Oshawa L1H 3Z8
 416-723-5251
 Zenith 81930

Provincial Court (Family)

4 Bond St. W.
 P. O. Box 2216
Oshawa L1G 6R2
 416-728-1623/4
 Zenith 20650

Provincial Court (Civil Division)

Oshawa Small Claims Court

Box 474, Station A
 King & Park Plaza
 4 1/2 King St. E.
Oshawa L1H 2L5
 416-723-9332
 Zenith 89000

Crown Attorney

Court House
 P. O. Box 448
 305 Rossland Rd. E.
Whitby L1N 5S4
 416-668-8873
 Zenith 61130

Sheriff

Court House
 P. O. Box 446
 305 Rossland Rd. E.
Whitby L1N 5S4
 416-668-6808
 Zenith 30490

Local Registrar-Supreme Court

Judicial District Court Registrar

Surrogate Registrar

Court House
 P. O. Box 447
 305 Rossland Rd. E.
Whitby L1N 5S4
 416-668-8845
 Zenith 71040

Provincial Court (Civil Division)

Whitby Small Claims Court
 306 Dundas St. W., 2nd Flr
 P. O. Box 554
Whitby L1N 5S4
 416-668-3624
 Zenith 89000

Provincial Court (Civil Division)

Uxbridge Small Claims Court
 8 Brock St. W., P. O. Box 340
Uxbridge L0C 1K0
 416-852-7113
 Zenith 89000

ELGIN COUNTY

Crown Attorney

Administration of Justice Bldg.
 30 St. Catharines St.
St. Thomas N5P 3T9
 519-631-1506
 Zenith 61130

Local Registrar-Supreme Court

Surrogate Registrar
 Court House, P. O. Box 310
St. Thomas N5P 3T9
 519-633-1720
 Zenith 71040

Sheriff

Court House, P. O. Box 310
St. Thomas N5P 3T9
 519-631-3530
 Zenith 71040

Provincial Court (Criminal)

P. O. Box 267
St. Thomas N5P 3T9
 519-633-1230
 Zenith 81930

Provincial Court (Family)

P. O. Box 327
St. Thomas N5P 3T9
 519-633-2160/69
 Zenith 20650

Provincial Court (Civil Division)
St. Thomas Small Claims Court
2 Wellington St.
St. Thomas N5R 2P2
519-631-1241
Zenith 89000

ESSEX COUNTY

Provincial Court (Civil Division)
Amherstburg Small Claims Court
1389 Front Road S.
Amherstburg N9V 2M5
519-736-2667

Provincial Court (Civil Division)
Kingsville Small Claims Court
17 Division St. S., P. O. Box 40
Kingsville N9Y 2E8
519-733-2633
Zenith 89000

Crown Attorney
Ste. 610, West Court Place
251 Goyeau St.
Windsor N9A 6V2
519-253-1104
Zenith 61130

Sheriff
County Court House
245 Windsor Ave.
Windsor N9A 1J2
519-252-7209
Zenith 30490

Local Registrar-Supreme Court
Surrogate Registrar
Court House
245 Windsor Ave.
Windsor N9A 1J2
519-254-1159
Zenith 71040

Provincial Court (Criminal)
P. O. Box 607
Windsor N9A 6N4
519-254-2591
Zenith 81930

Provincial Court (Family)
250 Windsor Ave., 4th Flr.
Windsor N9A 6V5
519-254-2871
Zenith 20650

Provincial Court (Civil Division)
Windsor Small Claims Court
744 Ouellette Ave.
Windsor N9A 1C3
519-258-8751

The Master
Supreme Court of Ontario
245 Windsor Ave., Rm. 114
Windsor N9A 1J2
519-254-1058

FRONTENAC COUNTY

Crown Attorney
County Court House, 2nd Flr.
Kingston K7L 2N4
613-548-6220
Zenith 61130

Sheriff
Court House
Kingston K7L 2N4
613-547-2232
Zenith 30490

Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
Kingston K7L 2N4
613-547-2283
Zenith 71040

Provincial Court (Criminal)
P. O. Box 400
279 Wellington St.
Kingston K7L 4W2
613-548-6200
Zenith 81930

Provincial Court (Family)
P. O. Box 981
469 Montreal St.
Kingston K7L 4X8
613-547-2223
Zenith 20650

Provincial Court (Civil Division)
Kingston Small Claims Court
County Court House
Kingston K7L 2N4
613-547-2231
Zenith 89000

Provincial Court (Civil Division)
Sharbot Lake Small Claims Court
General Delivery
Sharbot Lake K0H 2P0
613-279-2537
Zenith 89000

GREY COUNTY

Provincial Court (Civil Division)
Durham Small Claims Court
R. R. 3, Box 103
Durham N0G 1R0
519-369-3505
Zenith 89000

Provincial Court (Civil Division)
Meaford Small Claims Court
Box 742
Meaford N0H 1Y0
519-538-3618

Crown Attorney
Court House
595 9th Ave. E.
Owen Sound N4K 3E3
519-376-3199
Zenith 61130

Sheriff
Court House
595 9th Ave. E.
Owen Sound N4K 3E3
519-376-7535
Zenith 30490

Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
595 9th Ave. E.
Owen Sound N4K 3E3
519-376-1461
Zenith 81930

Provincial Court (Criminal)
1133 2nd Ave. E.
P. O. Box 233
Owen Sound N4K 5P3
519-376-0185
Zenith 81930

Provincial Court (Family)
Toms Bldg., 347 8th St. E.
P. O. Box 206
Owen Sound N4K 2R8
519-371-1313
Zenith 20650

Provincial Court (Civil Division)
Owen Sound Small Claims Court
880 2nd Ave. E.
Owen Sound N4K 2H3
519-376-6659

JUDICIAL DISTRICT OF HALDIMAND

Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Sheriff
Court House
Box 70
Cayuga N0A 1E0
416-772-5352
Zenith 71040

Provincial Court (Criminal & Family)
P. O. Box 399
Cayuga N0A 1E0
416-772-3818
Zenith 20650 (Family)
Zenith 81930 (Criminal)

Crown Attorney
Court House
55 Munsee St.
Cayuga N0A 1E0
416-772-5043
Zenith 61130

Provincial Court (Civil Division)
Cayuga Small Claims Court
Court House
Box 58, 55 Munsee St.
Cayuga N0A 1E0
416-774-5859
Zenith 89000

JUDICIAL DISTRICT OF HALTON

Provincial Court (Criminal)
760 Brant St.
Burlington L7R 4B7
416-632-8811

Provincial Court (Civil Division)
Burlington Small Claims Court
548 Locust St., Box 384
Burlington L7R 3Y3
416-632-0680

Crown Attorney
Court House
491 Steeles Ave. E.
Milton L9T 1Y7
416-878-7291

Sheriff
Court House
491 Steeles Ave. E.
Milton L9T 1Y7
416-878-7285

Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
491 Steeles Ave. E.
Milton L9T 1Y7
416-878-7281

Provincial Court (Family)
Court House
491 Steeles Ave. E.
Milton L9T 1Y7
416-878-7268

Provincial Court (Criminal)
491 Steeles Ave. E.
Milton L9T 1Y7
416-878-4165

Provincial Court (Civil Division)
Milton Small Claims Court
Court House
491 Steeles Ave. E.
Milton L9T 1Y7
416-878-6771

Provincial Court (Criminal)
P. O. Box 97
Oakville L6J 4Z5
416-845-6601

Provincial Court (Civil Division)
Oakville Small Claims Court
297 Lakeshore Rd. E., Ste. 4
Oakville L6J 1J4
416-845-7941

JUDICIAL DISTRICT OF HAMILTON WENTWORTH

Crown Attorney
Court House
50 Main St. E.
Hamilton L8N 1E9
416-528-8774

Sheriff
Court House
50 Main St. E.
Hamilton L8N 1E9
416-522-1318

*Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
50 Main St. E.
Hamilton L8N 1E9
416-528-6708*

*Provincial Court (Criminal)
125 Main St. E.
Hamilton L8N 1G4
416-525-1840*

*County & District Courts
Unified Family Courts
100 James St. S.
Hamilton L8P 2Z3
416-525-1550/51/52/59*

*Provincial Court (Civil Division)
Hamilton Small Claims Court
P. O. Box 680
140 Hunter St. E.
Hamilton L8N 1M5
416-522-9063*

HASTINGS COUNTY

*Provincial Court (Civil Division)
Bancroft Small Claims Court
90 Bridge St. E., Box 36
Bancroft K0L 1C0
513-332-4613*

*Crown Attorney
235 Pinnacle St.
Belleville K8N 3A9
513-962-0772
Zenith 61130*

*Sheriff/Local Registrar-Supreme Court
Surrogate Registrar
235 Pinnacle St.
Belleville K8N 3A9
513-962-9106
Zenith 71040*

*Provincial Court (Criminal)
15 Victoria Ave., 1st Flr.
Belleville K8N 1Z5
613-962-3468
Zenith 81930*

*Provincial Court (Family)
Century Place, Ste. 402
P. O. Box 906
Belleville K8N 5B6
613-968-6759
Zenith 20650*

*Provincial Court (Civil Division)
Belleville Small Claims Court
123 Front St.
Belleville K8N 2Y6
613-962-2300*

*Provincial Court (Civil Division)
Marmora Small Claims Court
108 Forsyth St.
Marmora K0K 2M0
613-472-2501
Zenith 89000*

*Provincial Court (Civil Division)
Trenton Small Claims Court
80 Division St.
Trenton K8V 5S5
613-392-1655
Zenith 89000*

HURON COUNTY

*Crown Attorney
Court House
1 Court House Sq.
Goderich N7A 1M2
519-524-9272
Zenith 61130*

*Sheriff/Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
1 Court House Sq.
Goderich N7A 1M2
519-524-7322
Zenith 71040*

Provincial Court (Criminal)

Court House
1 Court House Sq.
Goderich N7A 1M2
519-524-9342
Zenith 81930

Provincial Court (Family)

Court House
1 Court House Sq.
Goderich N7A 1M2
519-524-2990
Zenith 20650

Provincial Court (Civil Division)

Goderich Small Claims Courts
61 Hamilton St., Box 512
Goderich N7A 1R1
519-524-7112
Zenith 89000

KENORA DISTRICT

Provincial Court (Criminal & Family)

479 Government St.
P. O. Box 3000
Dryden P8N 3B3
807-223-2348/49

Crown Attorney

479 Government St.
P. O. Box 3000
Dryden P8N 3B3
807-223-3351

Provincial Court (Civil Division)

Dryden Small Claims Court
Ontario Government Bldg., Rm. 127
479 Government St., Box 636
Dryden P8N 2Z3
807-223-2613
Zenith 89000

Crown Attorney

Court House
Water St.
Kenora P9N 1S4
807-468-8292
Zenith 61130

Sheriff/Local Registrar-Supreme Court

District Court Registrar
Surrogate Registrar
Court House
Kenora P9N 1S4
807-468-6270
Zenith 71040

Provincial Court (Criminal)

Court House
Kenora P9N 1S4
807-468-6132
Zenith 81930

Provincial Court (Family)

Court House
216 Water St.
Kenora P9N 1S4
807-468-3353/4
Zenith 20650

Provincial Court (Civil Division)

Kenora Small Claims Court
Court House
Kenora P9N 1S4
807-468-6270
For toll-free number see
blue pages of telephone directory

Provincial Court (Civil Division)

Red Lake Small Claims Court
Box 226
Red Lake P0V 2M0
807-727-2767
Zenith 89000

KENT COUNTY

Crown Attorney

Court House
21 Seventh St., 4th Flr.
Chatham N7M 4K1
519-352-2141
Zenith 61130

Sheriff
Court House
21 Seventh St., 3rd Flr.
Chatham N7M 4K1
519-352-7740
Zenith 30490

Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
21 Seventh St., 3rd Flr.
Chatham N7M 4K1
519-354-4450
Zenith 71040

Provincial Court (Criminal)
21 Seventh St.
Chatham N7M 4K1
519-352-9070
Zenith 81930

Provincial Court (Family)
467 St. Clair St., Box 38
Chatham N7M 5K1
519-354-3400
Zenith 20650

Provincial Court (Civil Division)
Chatham Small Claims Court
21 Seventh St., Box 205
Chatham N7M 5K3
519-354-0210
Zenith 89000

Provincial Court (Civil Division)
Wallaceburg Small Claims Court
437 James St.
Wallaceburg N8A 2N8
519-627-1174

LAMBTON COUNTY

Provincial Court (Civil Division)
Forest Small Claims Court
1 James St., Box 327
Forest N0N 1J0
519-786-5329
Zenith 89000

Crown Attorney
Court House
700 Christina St. N.
P. O. Box 2587
Sarnia N7T 7N5
519-337-3265
Zenith 71040

Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
700 Christina St. N.
P. O. Box 2567
Sarnia N7T 7V8
519-337-3265
Zenith 71040

Sheriff
Court House
700 Christina St. N.
P. O. Box 2587
Sarnia N7T 7N5
519-337-3265
Zenith 71040

Provincial Court (Criminal)
700 Christina St. N.
P. O. Box 2017
Sarnia N7T 7L1
519-336-8830
Zenith 81930

Provincial Court (Family)
700 Christina St. N.
P. O. Box 2628
Sarnia N7T 7V8
519-337-2346
Zenith 20650

Provincial Court (Civil Division)
Sarnia Small Claims Court
180 Christina St. N.
Sarnia N7T 5T9
519-337-6651

LANARK COUNTY

Provincial Court (Civil Division)
Carleton Place Small Claims Court
205 Mailey Dr.
Carleton Place K7C 3V3
613-257-5124
Zenith 89000

Crown Attorney
Court House
43 Drummond St. E.
Perth K7H 1G1
613-267-1900
Zenith 61130

Sheriff/Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
43 Drummond St. E.
Perth K7H 1G1
613-267-2021
Zenith 71040

Provincial Court (Civil Division)
Perth Small Claims Court
Court House
Box 51, 43 Drummond St.
Perth K7H 1G1
613-267-2021

Provincial Court (Criminal & Family)
P. O. Box 31
Smiths Falls K7A 4S9
613-283-1906/7
Zenith 81930

Provincial Court (Civil Division)
Smiths Falls Small Claims Court
12 Catherine St., P. O. Box 31
Smiths Falls K7A 4T2
613-283-1906/07

UNITED COUNTIES OF LEEDS & GRENVILLE

Crown Attorney
County Court House
Brockville K6V 5T7
613-342-2034
Zenith 61130

Sheriff
County Court House
Brockville K6V 5T7
613-345-5895
Zenith 30490

Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
County Court House
Brockville K6V 5T7
613-342-2288
Zenith 71040

Provincial Court (Criminal & Family)
75 Water St. W.
P. O. Box 1360
Brockville K6V 5Y6
613-342-5003
Zenith 81930

Provincial Court (Criminal Division)
100 Garden St.
Box 213
Gananoque K7G 1H9
613-382-4606

Provincial Court (Criminal Division)
360 Dibble St.
Prescott K0E 1T0
613-925-4873

Provincial Court (Civil Division)
Brockville Small Claims Court
27 King St. E.
Brockville K6V 1A7
613-342-2833
Zenith 89000

Provincial Court (Civil Division)

Prescott Small Claims Court

146 King St. W., Box 1270

Prescott K0E 1T0

613-925-4633

Zenith 89000

COUNTY OF LENNOX & ADDINGTON

Provincial Court (Civil Division)

Kaladar Small Claims Court

Box 51

Kaladar K0H 1Z0

613-336-8952

Crown Attorney

County Memorial Bldg.

41 Dundas St. W.

P. O. Box 158

Napanee K7R 1Z5

613-354-2144

Zenith 61130

Sheriff/Local Registrar-Supreme Court

District Court Registrar

Surrogate Registrar

97 Thomas St. E.

Napanee K7R 1L1

613-354-3845

Zenith 71040

Provincial Court (Criminal & Family)

P. O. Box 386

41 Dundas St. W.

Napanee K7R 3P5

513-354-5450/3850

Zenith 81930

Provincial Court (Civil Division)

Napanee Small Claims Court

35 Dundas St. E., Box 51

Napanee K7R 3H8

513-354-5243

Zenith 89000

MANITOULIN DISTRICT

Sheriff/Local Registrar-Supreme Court

District Court Registrar

Surrogate Registrar

Court House, P. O. Box 265

Gore Bay P0P 1H0

705-282-2461

Zenith 81930 (Sheriff)

Zenith 71040 (Supreme, County,

Surrogate courts)

Provincial Court (Criminal & Family)

District Court House

P. O. Box 314

Gore Bay P0P 1H0

705-282-2531

Zenith 81930

Provincial Court (Civil Division)

Gore Bay Small Claims Court

Court House

Gore Bay P0P 1H0

705-282-2461

Zenith 89000

Provincial Court (Civil Division)

Little Current Small Claims Court

Box 363

Little Current P0P 1K0

705-368-2277

Zenith 89000

Crown Attorney

Court House

Sudbury P3C 1T9

705-675-4155, Ext. 206

For toll-free number see

blue pages of telephone directory

MIDDLESEX COUNTY

Crown Attorney

Court House

80 Dundas St. E.

P. O. Box 5600, Terminal A

London N6A 2P3

519-679-7130

Zenith 61130

Sheriff

Court House
80 Dundas St. E.
P. O. Box 5600, Terminal A
London N6A 2P3
519-679-7140
Zenith 71040

Local Registrar-Supreme Court

District Court Registrar
Surrogate Registrar
Court House
80 Dundas St. E.
P. O. Box 5600, Terminal A
London N6A 2P3
519-679-7161
Zenith 71040

Provincial Court (Criminal)

Court House
80 Dundas St. E.
P. O. Box 5600, Terminal A
London N6A 2P3
519-679-7068
Zenith 81930

Provincial Court (Family)

P. O. Box 5600, Terminal A
London N6A 2P3
519-679-7090
Zenith 20650

Provincial Court (Civil Division)

London Small Claims Court
Court House
80 Dundas St. E.
P. O. Box 5600, Terminal A
London N6A 2P3
519-679-7017

The Referee

London Small Claims Court
Court House
London N6A 2P3
519-433-4684

Master, Supreme Court

Court House \$b180 Dundas St. E.
P. O. Box 5600, Terminal A
London N6A 2P3
519-679-7083

Provincial Court (Civil Division)

Strathroy Small Claims Court

52 Frank St.
Strathroy N7G 1B9
519-245-1477
Zenith 89000

MUSKOKA DISTRICT

Crown Attorney

Court House
P. O. Box 487
Bracebridge P0B 1C0
705-645-2411
Zenith 61130

Sheriff/Local Registrar-Supreme Court

District Court Registrar
Surrogate Registrar
Court House
3 Dominion St. N., P. O. Box 1080
Bracebridge M5H 2M4
705-645-8793
Zenith 71040

Provincial Court (Criminal)

P. O. Box 1110
Bracebridge P0B 1C0
705-645-2269
Zenith 81930

Provincial Court (Family)

P. O. Box 159
Bracebridge P0B 1C0
705-645-2831
Zenith 20650

Provincial Court (Civil Division)

Bracebridge Small Claims Court
Box 1821
Bracebridge P0B 1C0
705-645-2682
Zenith 89000

Provincial Court (Civil Division)
Huntsville Small Claims Court
 P. O. Box 2592, 578 Brunel Rd.
Huntsville P0A 1K0
 705-789-5630

**JUDICIAL DISTRICT OF NIAGARA
 NORTH**

Provincial Court (Civil Division)
Grimsby Small Claims Court
 31 Baker Rd. N., P. O. Box 293
Grimsby L3M 2W9
 416-945-2756
 Zenith 89000

Crown Attorney
 P. O. Box 788
St. Catharines L2R 6Y3
 416-685-4293
 Zenith 61130

Sheriff
 Court House
 9 Church St., P. O. Box 277
St. Catharines L2R 6T7
 416-685-7341
 Zenith 30490

Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
 9 Church St., P.O. Box 727
St. Catharines L2R 6Y3
 416-685-4284
 Zenith 71040

Provincial Court (Criminal)
 9 Church St., 2nd Flr.
 P. O. Box 1537
St. Catharines L2R 7J9
 416-685-4856
 Zenith 81930

Provincial Court (Family)
 9 Church St., 4th Flr.
 P. O. Box 536
St. Catharines L2R 6V9
 416-685-7142
 Zenith 20650

Provincial Court (Civil Division)
St. Catharines Small Claims Court
 59 Church St., 2nd Flr.
 P. O. Box 574
St. Catharines L2R 6W8
 416-682-1560

**JUDICIAL DISTRICT OF NIAGARA
 SOUTH**

Provincial Court (Criminal)
 P. O. Box 627
Niagara Falls L2E 6J5
 416-354-2789
 Zenith 81930

Provincial Court (Civil Division)
Niagara Falls Small Claims Court
 4691 Ontario Ave., Ste. 4
Niagara Falls L2G 3R1
 416-356-3404
 Zenith 89000

Crown Attorney
 12 King St.
Welland L3B 3H9
 416-732-1328
 Zenith 61130

Sheriff
 Court House
 102 East Main St.
Welland L3B 3W6
 416-734-6284
 Zenith 30490

Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
 Court House
 102 East Main St.
Welland L3B 3W6
 416-735-0010
 Zenith 71040

Provincial Court (Criminal)
 40 Division St.
Welland L3B 3Z6
 416-732-2493
 Zenith 81930

Provincial Court (Family)

3 Cross St.
P. O. Box 383
Welland L3B 5P7
416-734-7451
Zenith 20650

Provincial Court (Civil Division)

Welland Small Claims Court
Court House
102 Main St. E., Box 612
Welland L3B 5R4
416-734-7417
Zenith 89000

NIPISSING DISTRICT

Crown Attorney

Court House
621 Main St. W.
North Bay P1B 2V6
705-472-9230
Zenith 61130

Sheriff/Local Registrar-Supreme Court

District Court Registrar

Surrogate Registrar

Court House
North Bay P1B 4G1

705-472-7911

For toll-free number see
blue pages of telephone directory

Provincial Court (Criminal)

621 Main St. W.
North Bay P1B 2V6
705-472-8120
Zenith 81930

Provincial Court (Family)

147 McIntyre St. W.
North Bay P1B 2Y5
705-472-2680
Zenith 20650

Provincial Court (Civil Division)

North Bay Small Claims Court
390 Plouffe St.
North Bay P1B 4G1
705-472-5860
Zenith 89000

Provincial Court (Civil Division)

Sturgeon Falls Small Claims Court
Box 416
Sturgeon Falls P0H 2G0
705-753-1090

JUDICIAL DISTRICT OF NORFOLK

Crown Attorney

Justice Bldg., Box 605
No. 3 Highway W.
Simcoe N3Y 4N4
519-426-5920

Sheriff/Local Registrar-Supreme Court

District Court Registrar

Surrogate Registrar

Court House
P. O. Box 308
Simcoe N3Y 4L2
519-426-6550

Provincial Court (Criminal)

P. O. Box 605
Simcoe N3Y 4N4
519-426-8330

Provincial Court (Family)

P. O. Box 605
Simcoe N3Y 4N4
519-426-8450

Provincial Court (Civil Division)

Simcoe Small Claims Court
Court House, Box 605
Simcoe N3Y 4N4
519-426-3447
Zenith 89000

NORTHUMBERLAND COUNTY

Provincial Court (Civil Division)

Brighton Small Claims Court

76 Yonge St., Box 97

Brighton K0K 1H0

613-475-0961

Zenith 89000

Crown Attorney

Court House

55 King St. W.

Cobourg K9A 2M2

416-372-8784

Zenith 61130

Sheriff

P. O. Box 517

Cobourg K9A 4L3

416-372-7812

For toll-free number see

blue pages of telephone directory

Local Registrar-Supreme Court

District Court Registrar

Surrogate Registrar

P. O. Box 360

Cobourg K9A 4K8

416-372-3751

Zenith 71040

Provincial Court (Criminal)

1011 William St., Box 910

Cobourg K9A 4W4

416-372-0193/4

Zenith 81930

Provincial Court (Family)

Court House

55 King St. W.

P. O. Box 996

Cobourg K9A 2M2

416-372-0126

Zenith 20650

Provincial Court (Civil Division)

Cobourg Small Claims Court

208 Division St., Box 546

Cobourg K9A 4L3

416-372-7153

Zenith 89000

Provincial Court (Civil Division)

Port Hope Small Claims Court

3 Jane St., Box 216

Port Hope L1A 2E4

416-885-8695

JUDICIAL DISTRICT, OTTAWA-CARLETON

Crown Attorney

County Court House

2 Daly Ave.

Ottawa K1N 6E2

613-566-3775

Sheriff

County Court House

2 Daly Ave.

Ottawa K1N 6E2

613-566-3781

Master and Taxing Officer

Supreme Court of Ontario

2 Daly Ave.

Ottawa K1N 6E2

613-566-3702

Local Registrar

District Court Clerk

Surrogate Registrar

County Court House

2 Daly Ave.

Ottawa K1N 6E2

613-566-3751

Provincial Court (Criminal)

Rideau Trust Bldg., Rm. 200

1 Nicholas St.

Ottawa K1N 7B7

613-566-3910

Provincial Court (Family)

1145 Bronson Place

Ottawa K1S 4H4

613-566-3828/9

Provincial Court (Civil Division)

Ottawa Small Claims Court

Small Claims Court Referee

56 Sparks St., Rm. 206

Ottawa K1P 5Z4

613-232-5408

Witness Coordination Project

1 Nicholas St., 2nd Flr.

Ottawa K1N 7B7

613-566-2708

Coordinator Court Interpretation Services

Rideau Trust Bldg., Rm. 1510

1 Nicholas St.

Ottawa K1N 7B7

613-566-3820

OXFORD COUNTY

Crown Attorney

Court House

Hunter St.

Woodstock N4S 4G6

519-537-2611

Zenith 61130

Sheriff/Local Registrar-Supreme Court

District Court Registrar

Surrogate Registrar

Court House

P. O. Box 70

Woodstock N4S 4G6

519-539-6187

Zenith 71040

Provincial Court (Criminal)

Court House

Hunter St.

Woodstock N4S 4G6

519-537-2369

Zenith 81930

Provincial Court (Family)

Court House

Hunter St.

Woodstock N4S 4G6

519-537-2377

Zenith 20650

Provincial Court (Civil Division)

Woodstock Small Claims Court

461 Dundas St.

Woodstock N4S 1C2

519-537-8511

Zenith 89000

PARRY SOUND DISTRICT

Crown Attorney

Court House

Parry Sound P2A 1T7

705-746-2331

Zenith 61130

Sheriff

Court House

Parry Sound P2A 1T7

705-746-2421

Zenith 30490

Local Registrar-Supreme Court

District Court Registrar

Surrogate Registrar

P. O. Box 99, 89 James St.

Parry Sound P2A 1T7

705-746-5864

Zenith 71040

Provincial Court (Criminal & Family)

89 James St., Main Flr.

P. O. Box 455

Parry Sound P2A 1T7

705-746-4237/72

Zenith 81930

Provincial Court (Civil Division)

Parry Sound Small Claims Court

89 James St.

Parry Sound P2A 1T7

705-746-5464

Zenith 89000

Provincial Court (Civil Division)
South River Small Claims Court
 3 Marie St., 1st Flr.
 Box 239
South River P0A 1X0
 705-386-2560

JUDICIAL DISTRICT OF PEEL

Crown Attorney
 Court House
 7765 Hurontario St.
 P. O. Box 548
Brampton L6V 2L7
 416-457-5160
 Zenith 61130

Sheriff
 P. O. Box 548
Brampton L6V 2L7
 416-457-5400
 Zenith 71040

Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
 P. O. Box 8000
Brampton L6V 2M7
 416-457-5040
 Zenith 71040

Provincial Court (Criminal)
 141 Clarence St.
Brampton L6V 3E6
 416-451-7551
 Zenith 81930

Provincial Court (Family)
 P. O. Box 220
Brampton L6V 2L1
 416-457-5020
 Zenith 20650

Provincial Court (Civil Division)
Brampton Small Claims Court
 Court House
 7765 Hurontario St.
Brampton L6V 2M7
 416-451-0121
 Zenith 89000

Provincial Court (Civil Division)
Mississauga Small Claims Court
 470 Hensall Circle
Mississauga L5A 3V5
 416-277-1583

PERTH COUNTY

Provincial Court (Civil Division)
Listowel Small Claims Court
 595 Inkerman St. E.
Listowel N4W 2N8
 519-291-1423
 Zenith 89000

Crown Attorney
 Court House
 1 Huron St.
Stratford N5A 5S4
 519-271-4020
 Zenith 61130

Sheriff/Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
 Court House
 P. O. Box 726
Stratford N5A 6V6
 519-271-2572
 Zenith 71040

Provincial Court (Criminal & Family)
 Admin. of Justice Bldg.
 17 George St. W.
Stratford N5A 2V4
 519-271-9252
 Zenith 81930

Provincial Court (Civil Division)
Stratford Small Claims Court
 Court House
 1 Huron St.
Stratford N5A 5S4
 519-271-4940
 Zenith 89000

PETERBOROUGH COUNTY

Crown Attorney

70 Simcoe St.

Peterborough K9H 7G9

705-876-1022

Zenith 71040

Sheriff/Local Registrar-Supreme Court

District Court Registrar

Surrogate Registrar

Court House

Peterborough K9H 3M3

705-745-0583

Zenith 71040

Provincial Court (Criminal)

70 Simcoe St.

Peterborough K9H 7G9

705-876-1045

Zenith 71040

Provincial Court (Family)

70 Simcoe St.

Peterborough K9H 7G9

705-876-1940

Zenith 71040

Provincial Court (Civil Division)

Peterborough Small Claims Court

Court House

Peterborough K9H 3M3

705-745-0583

Zenith 71040

**UNITED COUNTIES OF PRESCOTT
& RUSSELL**

Provincial Court (Civil Division)

Hawkesbury Small Claims Court

464 Laurier St., Rm. 35

Hawkesbury K6A 2A6

613-632-4282

Zenith 89000

Crown Attorney

Court House, P. O. Box 299

L'Orignal K0B 1K0

613-675-4460

Zenith 61130

Sheriff/Local Registrar-Supreme Court

District Court Registrar

Surrogate Registrar

Court House

L'Orignal K0B 1K0

613-675-4567

Zenith 71040

Provincial Court (Criminal & Family)

Court House

L'Orignal K0B 1K0

613-675-4695/4625

Zenith 20650 (Family)

Zenith 81930 (Criminal)

Provincial Court (Civil Division)

Rockland Small Claims Court

2560 Lalonde St., Box 250

Rockland K0A 3A0

613-446-4781

Zenith 89000

PRINCE EDWARD COUNTY

Crown Attorney

P. O. Box 720

Picton K0K 2T0

613-476-6267

Sheriff/Local Registrar-Supreme Court

District Court Registrar

Surrogate Registrar

Court House

Picton K0K 2T0

613-476-6236

Provincial Court (Criminal)

P. O. Box 640

Picton K0K 2T0

613-476-2606

Provincial Court (Family)

P. O. Box 640

Picton K0K 2T0

613-476-2606

Provincial Court (Civil Division)
Picton Small Claims Court
 9 Queen St.
Picton K0K 2T0
 613-476-2390

RAINY RIVER DISTRICT

Crown Attorney
 P. O. Box 338
Fort Frances P9A 3M7
 807-274-9825
 Zenith 61130

Sheriff/Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
 Court House
 333 Church St., P. O. Box 8
Fort Frances P9A 3M5
 807-274-5961
 Zenith 71040

Provincial Court (Criminal & Family)
 P. O. Box 336
Fort Frances P9A 3M7
 807-274-9832/3
 Zenith 81930

Provincial Court (Civil Division)
Fort Frances Small Claims Court
 Court House,
 333 Church St., Box 8
Fort Frances P9A 3M5
 807-274-5961
 Zenith 71040

RENFREW COUNTY

Provincial Court (Civil Division)
Killaloe Station Small Claims Court
Killaloe Station K0J 2A0
 613-757-2050

Crown Attorney
 220 Pembroke St. E.
Pembroke K8A 6X3
 613-732-2261
 Zenith 61130

Sheriff/Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
 Court House
 297 Pembroke St. E.
Pembroke K8A 3K2
 613-732-2541
 Zenith 30490 (Sheriff)
 613-732-8581
 Zenith 71040 (Supreme, County,
 Surrogate courts)

Provincial Court (Criminal & Family)
 415-417 Pembroke St. W.
 P. O. Box 218
Pembroke K8A 6X3
 613-735-0697 (Family)
 613-735-6886 (Criminal)
 Zenith 20650 (Family)
 Zenith 81930 (Criminal)

Provincial Court (Civil Division)
Pembroke Small Claims Court
 Court House
 297 Pembroke St. E.
Pembroke K8A 3K2
 613-732-2541
 Zenith 89000

Provincial Court (Civil Division)
Renfrew Small Claims Court
 898 Raglan St.
 P. O. Box 386
Renfrew K7V 1R3
 613-432-3193
 Zenith 89000

SIMCOE COUNTY

Provincial Court (Civil Division)
Alliston Small Claims Court
 46 Centre St. S., Box 706
Alliston L0M 1A0
 705-435-9645

Crown Attorney
Court House
114 Worsley St.
Barrie L4M 1M1
705-728-1221, Ext. 57
Zenith 71040

Sheriff
Court House
114 Worsley St.
Barrie L4M 1M1
705-728-1221
Zenith 71040

Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
Barrie L4M 1M1
705-728-1221, Ext. 20
Zenith 71040

Provincial Court (Criminal)
Court House
30 Poyntz St., P. O. Box 284
Barrie L4M 1M1
705-728-1221, Ext. 46/47/48/49
Zenith 71040

Provincial Court (Criminal)
19 Front St. N.
Orillia L3V 4R6
705-326-2671
Zenith 81930

Provincial Court (Family)
30 Poyntz St., P. O. Box 184
Court House
Barrie L4M 4T2
705-728-1221, Ext. 35/36/37/38
Zenith 71040

Provincial Court (Civil Division)
Barrie Small Claims Court
Court House
114 Worsley St.
Barrie L4M 3P2
705-728-4181

Provincial Court (Civil Division)
Collingwood Small Claims Court
649 Hurontario St.
Collingwood L9Y 2N6
705-445-4240
Zenith 89000

Provincial Court (Civil Division)
Orillia Small Claims Court
104 Borland St. E.
Orillia L3V 6J6
705-326-4251
Zenith 89000

UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY

Provincial Court (Civil Division)
Alexandria Small Claims Court
21 Harrison St., Box 1551
Alexandria K0C 1A0
613-525-1872
Zenith 89000

Crown Attorney
County Court House
26 Pitt St.
Cornwall K6J 3T2
613-932-5903
Zenith 61130

Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar \$BP. O. Box 56
Cornwall K6H 5R9
613-933-7500
Zenith 71040

Sheriff
County Court House
26 Pitt St.
Cornwall K6J 3P2
613-932-1290

Provincial Court
(Criminal & Family)
P. O. Box 56, 340 Pitt St.
Cornwall K6H 5R9
613-933-7500
Zenith 81930

Provincial Court (Civil Division)
Cornwall Small Claims Court
 340 Pitt St., 4th Flr.
 Box 1294
Cornwall K6J 5B2
 613-932-1224
 Zenith 89000

Provincial Court (Civil Division)
Iroquois Small Claims Court
 320 Church St., Box 70
Iroquois K0E 1K0
 613-652-2173

Provincial Court (Criminal)
 P. O. Box 858
Morrisburg K0C 1X0
 613-543-2193

Provincial Court (Civil Division)
Winchester Small Claims Court
 461 Gladstone St.
 P. O. Box 13
Winchester K0C 2K0
 613-774-3374

SUDBURY DISTRICT

Provincial Court (Civil Division)
Chapleau Small Claims Court
 Town Hall
 21 Yonge St., Box 584
Chapleau P0M 1K0
 705-864-0712
 Zenith 89000

Provincial Court (Criminal)
 Town Hall
 21 Yonge St., Box 584
Chapleau P0M 1K0
 705-864-0712

Provincial Court (Criminal & Family)
 100 Tudhope St., 2nd Flr.
Espanola P0P 1C0
 705-869-4334
 Zenith 81930

Provincial Court (Civil Division)
Espanola Small Claims Court
 100 Tudhope St., 2nd Flr.
 Box 126, Town Hall
Espanola P0P 1C0
 705-869-1150
 Zenith 89000

Crown Attorney
 Court House
 55 Elm St. W.
Sudbury P3C 1T9
 705-675-4155
 For toll-free number see blue pages
 of telephone directory

Sheriff
 Court House
Sudbury P3C 1T9
 705-675-4158
 Zenith 30490

Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
 Court House
Sudbury P3C 1T9
 705-675-4162
 Zenith 71040

Provincial Court (Criminal)
 Court House
 155 Elm St. W.
Sudbury P3C 1V1
 705-675-4171
 Zenith 81930

Provincial Court (Family)
 40 Larch St., 2nd Flr.
Sudbury P3E 5M7
 705-675-4231
 For toll-free number see blue pages
 of telephone directory

Provincial Court (Civil Division)
Sudbury Small Claims Court
Small Claims Court Referee
38 Larch St.
Sudbury P3C 5M7
705-675-4164
Zenith 89000

THUNDER BAY DISTRICT

Provincial Court (Civil Division)
Geraldton Small Claims Court
624 Main St., Box 39
Geraldton P0T 1M0
807-854-1488
Zenith 89000

Provincial Court (Civil Division)
Marathon Small Claims Court
17 Birch St., Box 224
Marathon P0T 2E0
807-229-1383
Zenith 89000

Provincial Court (Civil Division)
Nipigon Small Claims Court
4 Front St., P.O. Box 309
Nipigon P0T 2J0
807-887-3829
Zenith 89000

Provincial Court (Civil Division)
Schreiber Small Claims Court
Box 234
Schreiber P0T 2S0
807-824-2495
Zenith 89000

Crown Attorney
Court House
277 Camelot St.
Postal Station P
Thunder Bay P7A 4B3
807-475-1565/66/67/68
Zenith 61130

Sheriff
Court House
277 Camelot St.
Thunder Bay P7A 4B3
807-475-1525
Zenith 30490

Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
277 Camelot St.
Thunder Bay P7A 4B3
807-475-1575
Zenith 71040

Provincial Court (Criminal)
1805 Arthur St. E., 2nd Flr.
Postal Station F
Thunder Bay P7E 5N7
807-475-1335
Zenith 81930

Provincial Court (Family)
1805 Arthur St. E., 1st Flr.
Postal Station F
Thunder Bay P7E 5N7
807-475-1365/66/67
Zenith 20650

Provincial Court (Civil Division)
Thunder Bay Small Claims Court
Small Claims Court
277 Camelot St.
Thunder Bay P7A 4B3
807-344-5801
Zenith 89000

TIMISKAMING DISTRICT

Provincial Court (Civil Division)
Englehart Small Claims Court
16 6th Avenue
Englehart P0J 1H0
705-544-2598
Zenith 89000

Crown Attorney
Court House
P. O. Box 369, 393 Main St.
Haileybury P0J 1K0
705-672-3308
Zenith 61130

Sheriff/Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
Haileybury P0J 1K0
705-672-3321
Zenith 71040

Provincial Court (Criminal)
Court House
Haileybury P0J 1K0
705-672-3395
Zenith 81930

Provincial Court (Civil Division)
Haileybury Small Claims Court
Box 1360
Haileybury P0J 1K0
705-672-3606

Provincial Court (Family)
P. O. Box 253
Kirkland Lake P2N 3H7
705-567-9381
Zenith 20650

Provincial Court (Civil Division)
Kirkland Lake Small Claims Court
29A Duncan Ave., Box 217
Kirkland Lake P2N 3H7
705-567-7060
Zenith 89000

Provincial Court (Criminal)
P. O. Box 217
Kirkland Lake P2N 3H7
705-567-7060

**VICTORIA COUNTY
(INCLUDING PROVISIONAL
COUNTY OF HALIBURTON)**

Provincial Court (Civil Division)
Haliburton Small Claims Court
Box 209
Haliburton K0M 1S0
705-457-1732
Zenith 89000

Crown Attorney
440 Kent St. W.
P. O. Box 4000
Lindsay K9V 5P2
705-324-3440
Zenith 61130

Sheriff/Local Registrar
District Court Registrar
Surrogate Registrar
440 Kent St. W.
P.O. Box 4000
Lindsay K9V 5P2
705-324-2542
For toll-free number see blue pages
of telephone directory

Provincial Court (Criminal)
440 Kent St. W., Box 4000
Lindsay K9V 5P2
705-324-5302
Zenith 81930

Provincial Court (Family)
440 Kent St. W., Box 4000
Lindsay K9V 5P2
705-324-2425
Zenith 20650

Provincial Court (Civil Division)
Lindsay Small Claims Court
59 Victoria Ave. N.
Lindsay K9V 4G4
705-324-4251
Zenith 89000

JUDICIAL DISTRICT OF WATERLOO

Provincial Court (Criminal)

89 Main St.
Cambridge N1R 3K1
519-621-9220
Zenith 81930

Provincial Court (Civil Division)

Cambridge Small Claims Court
120 Main St.
Cambridge (Galt) N1R 1V7
519-623-0170

Crown Attorney

Court House
20 Weber St. E.
Kitchener N2H 1C3
519-576-4300
Zenith 61130

Sheriff

Court House
20 Weber St. E.
Kitchener N2H 1C3
519-742-1334
Zenith 30490

Local Registrar-Supreme Court

District Court Registrar

Surrogate Registrar

Court House
20 Weber St. E.
Kitchener N2H 1C3
519-745-9373
Zenith 71040

Provincial Court (Criminal)

200 Frederick St., Ste. 1000
Kitchener N2H 6P1
519-745-9476

Provincial Court (Family)

Court House
200 Frederick St.
Kitchener N2H 6N9
519-576-9110
Zenith 20650

Provincial Court (Civil Division)

Kitchener Small Claims Court

50 Queen St. N., 5th Flr.

Kitchener N2H 6P4

519-745-5842

WELLINGTON COUNTY

Provincial Court (Civil Division)

Fergus Small Claims Court

208 St. Andrew St. W.

Fergus N1M 1N7

519-843-1644

Crown Attorney

Court House
74 Woolwich St.
Guelph N1H 3T9
519-822-1031
Zenith 61130

Sheriff/Local Registrar-Supreme Court

District Court Registrar

Surrogate Registrar

Court House
P. O. Box 247
Guelph N1H 6J9
519-824-4100
Zenith 71040

Provincial Court (Criminal)

36 Wyndham St. S.

P. O. Box 1090

Guelph N1H 6J9

519-836-2501

Zenith 81930

Provincial Court (Family)

36 Wyndham St. S.

P. O. Box 244

Guelph N1H 6J9

519-822-7961

Zenith 20650

Provincial Court (Civil Division)

Guelph Small Claims Court

25 Douglas St.

Guelph N1H 2S7

519-822-0131

Zenith 89000

Provincial Court (Civil Division)
Mount Forest Small Claims Court
 178 Main St. N., Box 329
Mount Forest N0G 2L0
 519-323-4358
 Zenith 89000

JUDICIAL DISTRICT OF YORK

Crown Attorney
 1000 Finch Ave. W.
Downsview M3J 2V5
 416-663-5550

Provincial Court (Criminal)
 1000 Finch Ave. W.
Downsview M3J 2V5
 416-663-5440

Crown Attorney
 80 The East Mall
Etobicoke M8Z 5X6
 416-252-7895

Provincial Court (Criminal)
 80 The East Mall
Etobicoke M8Z 5X6
 416-252-7891

Provincial Court (Family)
 160 Silverhill Dr.
Etobicoke M9B 3W7
 416-236-2553

Provincial Court (Civil Division)
 Etobicoke Small Claims Court

Small Claims Court Referee
 2265 Keele St., Ste. 209
Etobicoke M6M 5B8
 416-249-6833

Crown Attorney
 1911 Eglinton Ave. E.
Scarborough M1L 2L3
 416-757-2886

Provincial Court (Criminal)
 1911 Eglinton Ave. E.
Scarborough M1K 2W5
 416-757-3686

Provincial Court (Family)
 1911 Eglinton Ave. E.
Scarborough M1K 2W5
 416-755-9200

Provincial Court (Civil Division)
Scarborough Small Claims Court
Small Claims Court Referee
 2130 Lawrence Ave. E., Ste. 300
Scarborough M1R 5B9
 416-755-5274
 416-755-5228

Registrar-Supreme Court
 130 Queen St. W.
 Osgoode Hall
Toronto M5H 2H5
 416-363-4101

Local Registrar-Supreme Court
 145 Queen St. W., 1st Flr.
Toronto M5H 2N9
 416-965-5544

Chief Supreme Court Reporter
 Supreme Court of Ontario
 500 University Ave., Rm. 716
Toronto M5G 1V7
 416-965-2824

Sheriff
 Court House
 361 University Ave., Rm. 113
Toronto M5G 1T5
 416-965-7261

Surrogate Registrar
 Court House
 361 University Ave., Rm. 104
Toronto M5G 1X9
 416-965-7314

County Court Clerk

Court House

361 University Ave., Rm. 110

Toronto M5G 1T4

416-965-7351

Coordinator and Judges Secretary

361 University Ave., Rm. 334

Toronto M5G 1T3

416-965-7372

Clerk of the Peace

361 University Ave., Rm. 241

Toronto M5G 1T5

416-965-7277

County Court Reporters

361 University Ave., Rm. 315

Toronto M5G 1T3

416-965-7369

Crown Attorney

18 King St. E., 15th Flr.

Toronto M5C 1C5

416-965-4377

Crown Attorney

Court House

361 University Ave., Rm. 101

Toronto M5G 1Y1

416-965-7331

Crown Attorney

College Park

444 Yonge St., Rm. 221

Toronto M5B 2H4

416-965-7500

Provincial Court (Criminal)

Metropolitan Toronto

60 Queen St. W.

Toronto M5H 2M4

416-965-7523

Provincial Court (Criminal)

2265 Keele St.

Toronto M6M 3Z7

416-248-3705

Provincial Court (Criminal)

College Park

444 Yonge St., 2nd Flr.

Toronto M5B 2H4

416-965-7504

Provincial Court (Family)

311 Jarvis St.

Toronto M5B 2C4

416-963-0677

The Referee

Small Claims Courts

College Park

444 Yonge St., 2nd Flr.

Toronto M5B 2H4

416-965-5591

Provincial Court (Civil Division)

Small Claims Court

York Judge's Office

400 University Ave., 25th Flr.

Toronto M5G 1S8

416-965-3715

Provincial Court (Civil Division)

Toronto Small Claims Court

444 Yonge St., 2nd Flr.

Toronto M5B 2H4

416-598-2842

Provincial Court (Civil Division)

Etobicoke Small Claims Court

2265 Keele St., Ste. 209

Toronto M6M 5B8

416-249-6833

Provincial Court (Criminal)

47 Sheppard Ave. E.

Willowdale M2N 5X6

416-226-5440

Provincial Court (Family)

47 Sheppard Ave. E.

Willowdale M2N 5N1

416-224-7647

North York Driving Improvement Centre
47 Sheppard Ave. E.
Willowdale M2N 5X6
416-226-5657

Provincial Court (Civil Division)
North York Small Claims Court
Small Claims Court Referee
47 Sheppard Ave. E., 3rd Flr.
Willowdale M2N 5X5
416-225-4846

JUDICIAL DISTRICT OF YORK REGION

Crown Attorney
Court House
50 Eagle St. W.
Newmarket L3Y 6B1
416-895-8212
Zenith 61130

Sheriff
Court House
50 Eagle St. W.
Newmarket L3Y 6B1
416-898-5221
Zenith 30490

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Court House
50 Eagle St. W.
Newmarket L3Y 6B1
416-898-5441
Zenith 71040

Provincial Court (Criminal)
Court House
50 Eagle St. W.
Newmarket L3Y 6B1
416-895-2395
Zenith 81930

Provincial Court (Family)
50 Eagle St. W.
Newmarket L3Y 6B1
416-895-8661/2
Zenith 20650

Provincial Court (Civil Division)
Newmarket Small Claims Court
50 Eagle St. W., 4th Flr.
Newmarket L3Y 6B1
416-895-8661/2
Zenith 89000

Provincial Court (Civil Division)
Richmond Hill Small Claims Court
550 Major McKenzie Dr.
R. R. 1
Richmond Hill L4C 4X7
416-884-3833
Zenith 89000

Provincial Court (Civil Division)
Sutton West Small Claims Court
151 High St., Box 7
Sutton West L0E 1R0
416-722-5118
Zenith 89000

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM). For information on agencies not listed, contact this Ministry's information or communications branch.

ONTARIO LAW REFORM COMMISSION
18 King St. E., 15th Flr.
Toronto M5C 1C5
416-965-4761

ATT GEN 42

The **Ontario Law Reform Commission** inquires into any matter relating to law reform,

the administration of justice, judicial and quasi-judicial procedures. To carry out these functions the Commission conducts legal **research** and issues reports containing recommendations for changes in the law. The reports of the Commission are submitted to the Attorney General. Commission reports are available at the Ontario Government Bookstore, 880 Bay St., Toronto M7A 1N8, 965-2054 (see entry MGS 30).

ONTARIO LEGAL AID PLAN

ATT GEN 43

Provincial Director's Office
481 University Ave., Ste. 200
Toronto M5G 2G1
416-979-1446

Ontario Legal Aid Plan (OLAP) is operated by the **Law Society of Upper Canada** for the Attorney General. The **Ontario Legal Aid Act** ensures that no one shall be denied the services of **lawyers** for lack of money. Every Ontario resident and, in certain cases non residents, may apply for **legal aid**. Qualification is based on need. The local Ministry of Community and Social Services office investigates an applicant's finances and reports to the Legal Aid Area Director as to whether the applicant pays nothing, a portion, or all costs of the legal aid applied for. The OLAP also administers **grants** to clinics providing legal services to the community and contributes to the operation of student legal aid societies in six Ontario law schools. General information on OLAP is available from the main office above. To apply for legal aid, contact local OLAP office listed under Legal Aid in the white pages of local telephone directories.

ACTS

FAMILY LAW REFORM ACT

ATT GEN 4

Family Law Reform Act is intended to encourage and strengthen the role of the family in Ontario. It recognizes marriage as an equal partnership with each partner entitled to equitable division of assets and having equal responsibilities for the **support** of family dependents. The Act extends the rights and obligations of spousal **support** and child custody to certain couples who have cohabited in common law unions. Those who want to make their own arrangements and opt out of the scheme proposed by the Act may enter into **domestic contracts**.

CHILDREN'S LAW REFORM ACT

ATT GEN 4

Children's Law Reform Act, expanded by a major amendment in 1982, abolishes the legal concept of illegitimacy from the law of Ontario. It also permits interested persons to seek out declaratory judgments of parentage and it contains general evidentiary rules for the establishment of paternity. The major addition in 1982 deals with the guardianship of **children's** estates, the custody of and access to **children** and the international enforcement of custody orders.

ACTS

ATT GEN 4

The following is a list of Acts administered by the Ministry of the Attorney General. For information on the administration of these Acts, contact this Ministry's Crown Law Office, Civil Law (ATT GEN 9).

Absconding Debtors Act
Absentees Act

Accidental Fires Act
 Accumulations Act
 Administration of Justice Act
 Age of Majority and Accountability Act
 Aliens' Real Property Act
 Anglican Church of Canada Act, 1979
 Arbitrations Act
 Architects Act, 1984
 Assessment Review Board Act
 Bail Act
 Barristers Act
 Blind Persons' Rights Act
 Bulk Sales Act
 Business Records Protection Act
 Change of Name Act
 Charitable Gifts Act
 Charities Accounting Act
 Children's Law Reform Act
 Commercial Tenancies Act (Requires Proclamation)
 Commissioners for taking Affidavits Act
 Compensation for Victims of Crime Act
 Construction Lien Act, 1983
 Conveyancing and Law of Property Act
 Costs of Distress Act
 Courts of Justice Act, 1984
 Creditors' Relief Act
 Crown Administration of Estates Act
 Crown Agency Act
 Crown Attorneys Act
 Crown Witnesses Act
 Disorderly Houses Act
 Dog Owner's Liability Act
 Escheats Act
 Estates Administration Act
 Evidence Act
 Execution Act
 Expropriations Act
 Family Law Reform Act
 Fines and Forfeitures Act
 Fraudulent Conveyances Act
 Fraudulent Debtors Arrest Act
 Frustrated Contracts Act
 Gaming Act
 Habeas Corpus Act
 Hospitals and Charitable Institutions Inquiries Act
 Hotel Registration of Guests Act
 Innkeepers Act
 Interpretation Act
 Interprovincial Subpoenas Act
 Judicial Review Procedure Act

Juries Act
Justices of the Peace Act
Landlord and Tenant Act - see Commercial Tenancies Act
Law Society Act
Legal Aid Act
Libel and Slander Act
Limitations Act
Lord's Day (Ontario) Act
Master and Servant Act
Mechanics' Lien Act
Mental Incompetency Act
Mercantile Law Amendment Act
Metropolitan Toronto Police Force Complaints Act, 1984
Ministry of the Attorney General Act
Minors' Protection Act
Mortgages Act
Negligence Act
Notaries Act
Occupiers' Liability Act
Ontario Law Reform Commission Act
Ontario Municipal Board Act
Partition Act
Pawnbrokers Act
Perpetuities Act
Powers of Attorney Act
Proceedings Against the Crown Act
Professional Engineers Act, 1984
Property and Civil Rights Act
Provincial Offences Act
Public Accountancy Act
Public Authorities Protection Act
Public Halls Act
Public Inquiries Act
Public Institutions Inspection Act
Public Officers Act
Public Trustee Act
Reciprocal Enforcement of Judgments Act
Reciprocal Enforcement of Judgments (U.K.) Act, 1984
Reciprocal Enforcement of Maintenance Orders Act, 1982
Regulations Act
Regulations Revision Act, 1979
Religious Freedom Act
Religious Organizations' Lands Act
Revised Statutes Confirmation Act, 1981
Sale of Goods Act
Settled Estates Act
Sheriffs Act
Short Forms of Conveyances Act
Short Forms of Leases Act
Short Forms of Mortgages Act

Solicitors Act
Statute of Frauds
Statutes Act
Statutes Revision Act, 1979
Statutory Powers Procedure Act
Succession Law Reform Act
Surrogate Courts Act
Ticket Speculation Act
Time Act
Trespass to Property Act
Trustee Act
Unconscionable Transactions Relief Act
University Expropriation Powers Act
Variation of Trusts Act
Vendors and Purchasers Act
Wages Act
Warehouse Receipts Act
Warehousemen's Lien Act

MINISTRY OF CITIZENSHIP AND CULTURE

77 Bloor St. W.

Toronto M7A 2R9

The Ministry of Citizenship and Culture was established in 1982 following a reorganization of the former Ministry of Culture and Recreation. Its principal role is to encourage full, equal and responsible citizenship through programs which emphasize the participation of all Ontarians as equal members of the community, which recognize cultural diversity and the sharing of cultural heritage, which stimulate cultural expression and cultural preservation and which foster the development of individual and community excellence.

To achieve these objectives the Ministry develops policies and delivers programs in the areas of multiculturalism and citizenship, native communities, libraries and community information services, heritage conservation and the arts. The Ministry also supports a number of provincial cultural agencies.

The Ministry has a network of fourteen regional offices which assist in the delivery of the Ministry's program resources and services equally across the Province.

DEPUTY MINISTER'S OFFICE

FRENCH LANGUAGE SERVICES

77 Bloor St. W., 6th Flr.

Toronto M7A 2R9

416-965-2506

MCC 1

This office coordinates the implementation of the government policy on French language services within the Ministry and its agencies.

It serves as a link between the francophone community and the Ministry. The office of the coordinator also makes recommendations to the Ministry on various ways to satisfy the needs of the francophone population of Ontario.

SERVICES EN FRANCAIS

Ce bureau met en oeuvre auprès du ministère et de ses agences la politique du gouvernement en matière de services en français.

Il sert de lien entre la communauté francophone et le ministère. Le bureau du coordinateur fait aussi des recommandations au ministère sur les moyens de répondre aux besoins de la population francophone de l'Ontario.

POLICY PLANNING SECRETARIAT

77 Bloor St. W., 6th Flr.

Toronto M7A 2R9

416-965-9942

MCC 2

The Policy Planning Secretariat is responsible for providing policy advice to ministry senior management. It assists ministry program areas in developing appropriate policy responses to current issues and in identifying longer term changes in social and economic conditions. The Secretariat coordinates the preparation of ministry Cabinet submissions and policy papers, and maintains ministry liaison with Cabinet Office, Cabinet Committees, interministry working groups, and other bodies. The Secretariat is also responsible

for the ministry's strategic planning process and coordinates research activities within the ministry.

COMMUNICATIONS AND MARKETING BRANCH

MCC 3

77 Bloor St. W., 7th Flr.

Toronto M7A 2R9

416-965-0615

The Communications and Marketing Branch provides information and marketing services for the Ministry. It establishes the Ministry's communications policy and advises its branches on communications techniques. The branch provides communications support to the Minister, Deputy Minister and program branches. Activities include media liaison, answering public inquiries, producing and distributing publications, news releases, speeches and audio-visual materials, special promotions and marketing assistance to Ministry agencies and client groups. The Media Production Unit reports to the Communications and Marketing Branch and is described individually.

COMMUNICATIONS AND MARKETING BRANCH

MCC 4

MEDIA PRODUCTION UNIT

77 Bloor St. W., 6th Flr.

Toronto M7A 2R9

416-965-6761

The Media Production Unit coordinates output of ministry publications and audio-visual materials by editing manuscripts, preparing copy for typesetting, creating design and camera-ready art and arranging for production of these materials. The Unit monitors ministry material to ensure style consistency and quality.

FINANCE AND ADMINISTRATION DIVISION

PLANNING AND PROJECT MANAGEMENT SECTION

MCC 5

77 Bloor St. W., 4th Flr.

Toronto M7A 2R9

416-965-0322

The Planning and Project Management Section provides consultation on planning studies and technical advice and information on the development and operation of **cultural** facilities to Ministry Regional Services and customers (municipalities and incorporated non-profit organizations and community groups). Project management provides review of construction management to capital projects in Ministry agencies and major grant recipients.

For information about Ministry programs and services, contact field offices listed under Regional Services, Ministry of Citizenship and Culture, MCC 12.

LEGAL SERVICES BRANCH

MCC 6

77 Bloor St. W., 4th Flr.

Toronto M7A 2R9

416-965-5793

The Legal Services Branch provides legal services such as advice, contracts, real estate, etc. to the Ministry and its agencies. The branch counsels the Ministry on legal matters,

interprets statutes and regulations and prepares and reviews proposed legislation, regulations and other legal documents.

MANAGEMENT SYSTEMS AND SERVICES
BRANCH

MCC 7

77 Bloor St. W., 4th Flr.
Toronto M7A 2R9
416-965-7486

The branch is responsible for management systems: systems development, operations and maintenance, **records management** and **forms control** (965-0665). These services help ministry staff plan, develop, deliver and evaluate its programs. Systems development services include the definition, development, implementation and documentation of computerized and non-computerized information and administrative systems. This includes liaison with Ministry of Government Services' Computer and Telecommunication Services Division and systems services in the private sector.

The branch is also responsible for office and other central administrative services for the Ministry (965-7486). Administrative Services include purchasing of goods and services, supply management, printing, duplicating, mail and transportation services, assets management and maintenance of policy and procedures manuals (e.g., Manual of Administration). The branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies.

MANAGEMENT SYSTEMS AND SERVICES
BRANCH

MCC 8

LIBRARY/RESOURCE CENTRE

77 Bloor St. W., 9th Flr.
Toronto M7A 2R9
416-965-6763

The **Resource Centre** and **Library** maintains an up-to-date collection of books, pamphlets, **films**, video **tapes** and teaching materials which are made available to all Ministry staff and to any community organization involved in **cultural** or recreational programs. These materials cover various subjects such as **community development**, **multiculturalism**, informal **education**, **language training**, **recreation**, **leisure**, **retirement** planning, human relations, **prejudice**, **theatre**, **arts and crafts**, **Native peoples**, **disability**, **librarianship** and **volunteers**. Staff can assist in finding materials. The Resource Centre operates the Ministry **reading room** which provides public access to Ministry publications, statutes, regulations, and most manuals and internal procedures used by the Ministry. In Toronto contact the Resource Centre; other areas contact regional offices listed under Regional Services, Ministry of Citizenship and Culture, MCC 12.

HUMAN RESOURCES BRANCH

MCC 9

77 Bloor St. W., 3rd Flr.
Toronto M7A 2R9
416-965-0225

The Human Resources Branch performs the personnel functions for the Ministry of Citizenship and Culture. The branch works mainly in an advisory capacity with all line managers who have primary responsibility for personnel matters within their units. It is responsible for the establishment of ministry human resource policies and procedures,

the **Affirmative Action Program** and **employment equity** initiatives, the establishment of appropriate classification and compensation levels for all ministry employees, staff recruitment, human resource planning activities, training and development, employee counselling, investigation of employee grievances and all matters affecting working conditions and performance. The branch maintains the ministry's personnel, payroll and employee benefit records, provides liaison between the Ministry and Civil Service Commission, Management Board and the Ontario Public Service Employees Union (OPSEU). In addition, the branch plans and coordinates ministry participation in government-wide **youth employment** programs and operates an occupational health and safety program.

FINANCE BRANCH

MCC 10

77 Bloor St. W., 3rd Flr.
Toronto M7A 2R9
416-965-3649

The Finance Branch provides the Ministry with financial management and accounting services. Branch functions include supporting program managers in the areas of budget preparation, financial analysis and management by results; liaison with central agencies, other ministries and the Provincial Auditor; processing, including the pre-audit, and recording of all expenditures and revenues; preparation of financial reports for management information. The branch establishes ministry accounting and financial policy.

INTERNAL AUDIT BRANCH

MCC 11

77 Bloor St. W., 3rd Flr.
Toronto M7A 2R9
416-965-9941

The Internal Audit Branch is responsible for carrying out independent reviews and appraisals of all Ministry activities and reports to management on the adequacy of internal financial and management controls.

REGIONAL SERVICES

MCC 12

77 Bloor St. W., 3rd Flr.
Toronto M7A 2R9

The Regional Services offices throughout the province are responsible for encouraging and developing increased opportunities for public involvement in **cultural** and **citizenship** activities for Ontarians. Regional Services consultants work with municipalities, community groups and organizations to identify and provide access to appropriate resources. Important functions of Regional Services include provision of information and delivery of Ministry programs and services at the community and regional levels.

In addition, Regional Services collects and assesses appropriate data, clarifies issues and provides innovative and effective program strategies to ensure relevancy of Ministry programs, in cooperation with the Ministry program divisions.

Consultants also administer Ministry **grants** to groups and organizations for the following: community projects, Community Facilities Improvement Program, **heritage** and **historical** programs (**Ontario Heritage Act**), public **libraries**, **museums**, **multicultural** service programs, leadership, **volunteer** and organization development programs, intercultural development, reception, orientation, **English as a Second Language**, training for **immigrants**, **community information centres**, summer **youth employment** program, special projects and community **arts** development (Ontario Arts Council).

Regional Services Consultants can be reached at the following offices:

CENTRAL REGION

77 Bloor St. W., 7th Flr.
Toronto M7A 2R9
416-965-6597

114 Worsley St.
Barrie L4M 1M1
705-737-0543
If long distance dial
1-800-461-4308

EASTERN REGION

1 Nicholas St., 11th Flr.
Ottawa K1N 7B7
613-566-3728
If long distance dial
1-800-267-1910

280 Pinnacle St., Ste. 3
Belleville K8N 3B1
613-968-3474
If long distance ask
operator for Zenith 92500

WESTERN REGION

119 King St. W., Box 2112
Hamilton L8N 3Z9
416-521-7229
If long distance ask
operator for Zenith 57900

30 Duke St. W., 4th Flr.
Kitchener N2H 3W5
519-578-8200

15 Church St., Ste. 406
St. Catharines L2R 3B5
416-688-6472
For Toll-free number see
blue pages in telephone directory

255 Dufferin Ave., 6th Flr.
London N6A 5K6
519-256-4919
If long distance dial
1-800-265-4731

250 Windsor Ave., 6th Flr.
Windsor N9A 6V9
519-256-5486
If long distance dial
1-800-265-1330

NORTHERN REGION

200 Elm St., 4th Flr.
Sudbury P3C 5N3
705-675-4383
If long distance dial
1-800-461-4004

22 Wilcox St., 2nd Flr.
Timmins P4N 3K6
705-267-8018
For Toll-free number see
blue pages in telephone directory

Ontario Government Bldg.
1825 Arthur St. E.
Thunder Bay P7E 5N7
807-475-1255
If long distance dial
1-800-465-6939

479 Government Rd., Box 3000
Dryden P8N 3B3
807-223-3331
If long distance ask
operator for Zenith 57900

390 Bay St., 3rd Flr.
Sault Ste. Marie P6A 1X2
705-759-8652
If long distance dial
1-800-461-7284

CULTURE DIVISION

CULTURAL AGENCIES AND ENTERPRISES
BOOK PUBLISHING PROGRAM

MCC 13

77 Bloor St. W., 2nd Flr.
Toronto M7A 2R9
416-965-6487

Canadian-owned Ontario-based **book** publishers may be eligible for assistance from the Province of Ontario, either through a guarantee of a **loan** made by a commercial lending institution or a rebate of interest paid on such loans.

The program is administered in cooperation with the **Ontario Development Corporation**.

ARTS BRANCH

MCC 14

77 Bloor St. W., 2nd Flr.
Toronto M7A 2R9
416-965-6256

Arts Branch develops policies and programs to encourage excellence in the **arts** and wider participation in arts activities. The branch provides operating **grants** to provincial **cultural** institutions and agencies, provincial arts service organizations, and certain arts training institutions. It coordinates the **Community Program Grants (Arts) Program**. The following programs of this branch are described individually: Arts Abroad Program, Festival Ontario, Outreach Ontario and Public Art Galleries Grants. For information, contact main office or regional offices listed under Regional Services, Ministry of Citizenship and Culture, MCC 12.

ARTS BRANCH

MCC 15

ARTS ABROAD

77 Bloor St. W., 2nd Flr.
Toronto M7A 2R9
416-965-6509

This office provides information and/or **grants** to professional and community based arts organizations involved in interprovincial or international **cultural exchanges**. Criteria used for assessment include public accessibility, community support, artistic excellence, financial accountability of group and the 'special' versus on-going nature of the project. The level of funding will be determined on a competitive, juried basis. A variety of **cultural exchanges** between Ontario and Quebec are assisted under the auspices of the **Ontario-Quebec Permanent Commission**.

ARTS BRANCH

MCC 16

FESTIVAL ONTARIO

77 Bloor St. W., 2nd Flr.
Toronto M7A 2R9
416-965-6509

Festival Ontario coordinates **exhibitions** from major **cultural** and **arts** institutions (e.g., Art Gallery of Ontario, Royal Ontario Museum, Ontario Science Centre, Ontario Educational Communications Authority (OECA), Ontario Arts Council, Ontario Film Theatre, Royal Botanical Gardens, McMichael Canadian Collection, etc.) and makes these available free of charge to communities to augment **festivals** or special events. Festival On-

tario does not organize festivals but assists at the request of communities. Contact the main office or regional offices listed under Regional Services, Ministry of Citizenship and Culture, MCC 12.

ARTS BRANCH OUTREACH ONTARIO

MCC 17

77 Bloor St. W., 2nd Flr.

Toronto M7A 2R9

416-965-6256

Outreach Ontario is designed to decentralize the Province's **cultural** resources by encouraging Toronto area **cultural** institutions to diversify their programs, expand extension services and undertake cooperative projects. Cultural agencies and facilities involved include: the Art Gallery of Ontario, the Royal Ontario Museum, the Royal Botanical Gardens, the Ontario Educational Communications Authority, the Ontario Science Centre, the McMichael Canadian Collection and regional public libraries. These agencies develop and administer their own Outreach programs. Contact the main office or regional offices listed under Regional Services, Ministry of Citizenship and Culture, MCC 12, or individual agencies listed above.

ARTS BRANCH PUBLIC ART GALLERIES GRANTS

MCC 18

77 Bloor St. W., 2nd Flr.

Toronto M7A 2R9

416-965-6256

This office assists eligible non-profit community **art galleries** through **grants** for basic operating and administrative expenditures. Galleries must meet eligibility criteria and provide detailed financial and operations information. Applications are available through the main office or regional offices listed in the Regional Services entry, Ministry of Citizenship and Culture, MCC 12. Art galleries may also apply to the Ontario Arts Council for assistance with program and exhibition expenses.

LIBRARIES AND COMMUNITY INFORMATION BRANCH

MCC 19

LIBRARIES SECTION

77 Bloor St. W., 5th Flr.

Toronto M7A 2R9

416-965-2696

The Libraries Section, formerly known as the Provincial Library Service, administers the Public Libraries Act. The section provides consultative assistance to **Indian Band Councils**, library boards and **municipalities** regarding the establishment, organization, management, accommodation and rules of county libraries, **public libraries** and Ontario Library Services areas. It administers the operating **grants** formula and provides special **financial assistance** for the purpose of developing a province-wide network of library service and assists in the provision of library service to areas without municipal organization. The section offers **statistics** and **research** services to public libraries and the Ministry to assist in planning the development and coordination of library service in Ontario. It publishes statistical reports and other publications on public library service for distribution to the general public. Activities of the Libraries Section include advising on library service; promoting and encouraging the extension of library service throughout Ontario;

advising on technology in public libraries; developing and analyzing policy proposals with reference to public library operations and their funding; implementing policy decisions; holding courses and workshops for the education and training of library personnel; and writing histories of various aspects of public library service. The branch serves as the contact for the **Ontario Library Service**, established under the Public Libraries Act, 1984 to deliver programs and services on behalf of the Ministry.

LIBRARIES AND COMMUNITY INFORMATION BRANCH

MCC 20

TECHNICAL DEVELOPMENT UNIT

77 Bloor St. W., 5th Flr.
Toronto M7A 2R9
416-965-2696

The Technical Development Unit provides a range of advisory services aimed at the use of **computers** and **telecommunications** to bring about communication and cooperation between **libraries**. It participates in library planning activities, prepares feasibility studies, evaluates computer based systems and provides consultative services in areas of automation and networking.

LIBRARIES AND COMMUNITY INFORMATION BRANCH

MCC 21

COMMUNITY INFORMATION SERVICES PROGRAM

77 Bloor St. W., 5th Flr.
Toronto M7A 2R9
416-965-2696

The Community Information Services Program provides **grants** to fund eligible **community information centres (CICs)**. It advises them on matters such as information management, policy, staffing and **volunteer** training. The unit also produces resource materials and provides developmental assistance to CICs. Contact regional offices listed under Regional Services, Ministry of Citizenship and Culture, MCC 12.

HERITAGE BRANCH

MCC 22

77 Bloor St. W., 2nd Flr.
Toronto M7A 2R9
416-965-4021

The Heritage Branch is comprised of three units which are described individually: Program Planning and Operations; Policy Development and Financial Planning; and Heritage Administration. For information, contact the main office or regional offices listed under Regional Services, Ministry of Citizenship and Culture, MCC 12, or the Archaeological Field Offices listed under MCC 23.

HERITAGE BRANCH

MCC 23

PROGRAM PLANNING AND OPERATIONS UNIT

77 Bloor St. W., 2nd Flr.
Toronto M7A 2R9
416-965-4021

The Program Planning and Operations Unit works to increase public participation in the development of Ontario's heritage resources. It administers **Ontario Heritage Foundation (OHF)** grants and assists with local/regional historical projects, **architectural conserva-**

tion, archaeological research and natural **heritage** preservation. The unit is comprised of three sections.

The Historical Resources and Museums Section (965-4021) provides heritage **grants** and professional advice to community **museums** and historical societies. It administers the provincial **Historical Plaque Program** and the **Local Heritage Plaque Assistance Program** for municipalities and community groups. The section also operates an artifact **conservation** service for museum collections.

The Architecture and Heritage Planning Section (965-4961) provides OHF **grants** to **Local Architectural Conservation Advisory Committees (LACACs)** and administers the heritage **Building Rehabilitation and Improvement Campaign (BRIC)**. The section provides technical assistance and advice regarding **building** conservation techniques.

The Archaeology and Natural Heritage Section (965-4490) provides OHF **grants** and advice to assist archaeological research and natural **heritage** preservation. It issues **archaeological licences**, site designations and stop-work orders. The section maintains an archaeological **research** database. The six regional offices monitor archaeological sites and carry out excavations. The section is also responsible for protecting significant or rare natural heritage properties, flora and fauna.

Archaeological Field Offices

207 First St. S.
Kenora P9N 1C2
807-468-8928
(Northwestern)

55 Centre St.
London N6V 1T4
519-433-8401
(Southwestern)

1825 East Arthur St.
Thunder Bay 'F' P7E 5N7
807-475-1447
(North Central)

1 Nicholas St., Ste. 1105
Ottawa K1N 7B7
613-238-5157
(Eastern)

390 Bay St., 3rd Flr.
Sault Ste. Marie P6A 2A7
705-253-2625
(Northeastern)

700 Bay St., 8th Flr.
Toronto M5G 1Z6
416-964-8258
(South Central)

HERITAGE BRANCH
POLICY DEVELOPMENT AND FINANCIAL PLANNING UNIT
77 Bloor St. W., 2nd Flr.
Toronto M7A 2R9
416-965-5727

MCC 24

The Policy Development and Financial Planning Unit is responsible for the financial planning, budgeting and reporting of the Heritage Branch and the Ontario Heritage Foundation. It also provides policy coordination for the Heritage Branch and the Ontario Heritage Foundation, including review of applicable heritage legislation, program policies and planning.

HERITAGE BRANCH
HERITAGE ADMINISTRATION UNIT
77 Bloor St. W., 2nd Flr.
Toronto M7A 2R9
416-965-5727

MCC 25

The Heritage Administration Unit is responsible for the restoration, development and management of **Ontario Heritage Foundation (OHF)** properties. It assists in making arrangements and ensuring that these properties are restored to meet internationally accepted preservation standards. It administers property acquired by the Ontario Heritage Foundation and liaises with potential donors. Heritage conservation **easements** are also negotiated by the unit. The unit provides administrative support to the Branch's grants programs.

ARCHIVES OF ONTARIO
77 Grenville St.
Toronto M7A 2R9
416-965-4030

MCC 26

The **Archives of Ontario** administers the Archives Act. It acquires significant unpublished **documents** to preserve Ontario's **historical heritage** and to retain information of long-term operational value to government ministries. It obtains from Ontario government agencies important non-current records through statutory control, and from other sources through donation or purchase, any important **historical manuscripts, maps, pictures, photographs, early newspapers, audio-visual archives, etc.** The Archives of Ontario maintains a conservation **laboratory** for document restoration of Archives' holdings and Operates a **library** (965-4039) and public reading room for those doing **historical**, administrative, legal or other **research**. It welcomes information on the location of **historical** material. The Archives' publications include: **The Archives of Ontario - Keeper of the Record; Genealogical Sources - Archives of Ontario; Loyalist Settlements.**

Archives' staff also advise and assist ministries and government agencies on cost-efficient **records management**, including **forms control, microrecording**, correspondence and reports. It coordinates **records management** training courses (965-2187) for ministries and government agencies.

MULTICULTURALISM AND CITIZENSHIP DIVISION

CITIZENSHIP DEVELOPMENT BRANCH
77 Bloor St. W., 5th Flr.
Toronto M7A 2R9
416-965-6621

MCC 27

The Citizenship Development Branch fosters a climate of mutual understanding, appreciation and respect among the diverse peoples of Ontario, a recognition of a common citizenship and a commitment to ensure that all may enjoy the benefits and fulfill the responsibilities of citizenship.

In working towards this goal, branch activities fall into four main areas: **community** participation; **multicultural** development; **community leadership**, organizational development; and **volunteerism**. Within these program areas, the branch provides consulting services to both community groups and institutions, develops and distributes printed and

audio-visual resources, conducts conferences, workshops and seminars, and administers grants programs.

The branch works within the Ontario government to encourage, assist and monitor the implementation of the government's **multicultural** policy. It also has a comprehensive **ethnocultural** data base.

Grants programs administered by the branch include the **Citizenship Development Grants Program**, **Multicultural Service Program Grants** (a shared responsibility with the Newcomer Services Branch), the **Multiculturalism and Citizenship Community Projects Grants Program** and the **Community Facilities Improvement Program**.

NEWCOMER SERVICES BRANCH

MCC 28

77 Bloor St. W., 5th Flr.
Toronto M7A 2R9
416-965-2285

The Newcomer Services Branch provides programs related to settlement, orientation and language training of **immigrants** and **refugees** and assists other government ministries to provide better access to their services. It provides information and orientation resources to newcomers, teachers and counsellors of newcomers through multilingual materials and publications, e.g., 'Newcomers' Guide to Services in Ontario' (965-9919). The branch gives information on setting up community-based newcomer language, orientation and citizenship classes and **English in the Workplace (EWP)** classes to improve communication in multicultural workplaces and newcomer integration services. It also provides related training (965-1192). Print and **audio-visual** materials and information on **French as a Second Language (FSL)** and **English as a Second Language (ESL)** teaching and classes are available from the ESL clearinghouse (965-4331).

For information on newcomer integration project grants and newcomer language and orientation classes grants, contact Ministry regional offices listed under Regional Services, Ministry of Citizenship and Culture, MCC 12.

NEWCOMER SERVICES BRANCH ONTARIO WELCOME HOUSE

MCC 29

454 University Ave.
Toronto M5G 1R6
416-965-3021

The **Ontario Welcome House** provides newcomers with **English as a Second Language (ESL)** instruction linked with child care (965-2365), a **multilingual information** and referral service to government and social agencies (965-3021). Ontario Welcome House also has offices in Scarborough (965-9902), North York (633-7180), Mississauga (848-4680), and Hamilton (521-7569).

NATIVE COMMUNITY BRANCH

MCC 30

77 Bloor St. W., 5th Flr.
Toronto M7A 2R9
416-965-5003

The branch consults and works with **Native** communities and organizations to assist in encouraging self-reliance and participation in the life of the Province. Branch objectives are: to support Native **heritage** preservation and cultural continuity, to assist Native communities in socio-economic development, to promote the development of human re-

sources and **leadership** in the Native community, and to facilitate direct Native access to government services and resources. Its programs include consultative assistance, **research** and **information**, publications, policy advisory services and **grants**.

Consultation is provided to more than 500 **Metis** communities, **Friendship Centres**, the **Native Women's Association**, **Indian Bands**, Native cultural and communications groups and other local Native groups by the branch's Native Development Consultants throughout Ontario. Provincial Native organizations have recourse to Toronto consultants. Consultation services include: assisting native communities in identifying local problems and in developing appropriate projects; advising Native communities and organizations of services or programs which could help their development, and assisting them in securing resources necessary to conduct **community development** projects; linking Native communities and organizations with the appropriate provincial ministries and agencies; providing assistance to Native leaders on the preparation, submission and evaluation of project proposals to government.

The branch is engaged in a major new initiative in facility and economic development. The program is called the **Ontario Native Economic Support Program (ONESP)**. More information is available from 11 ONESP officers in branch offices.

The branch provides information and consultation to provincial ministries and agencies on policies or programs related to Native people. Its **grants** program provides assistance to projects such as Native heritage, communications, social development, leadership training, small **businesses**, provincial organization support, feasibility studies and meetings.

Branch services are provided through 11 field officers and three area supervisors (see list below). Staff specialists provide research support to the field, work directly with provincial organizations and liaise with other federal and provincial departments, ministries and agencies.

NORTHEAST AND SOUTHWEST AREA

Area Supervisor/Field Office

200 Elm St. E., 4th Flr.

Sudbury P3C 5N3

705-675-4349

255 Dufferin Ave., 6th Flr.

London N6N 5K6

519-679-7146

5 Matchedash St. N.

Drillia L3V 4T4

705-325-9561

90 Bay St., 3rd Flr.

Sault Ste Marie P6A 1X2

705-942-0419

22 Wilcox St., 2nd Flr.

Timmins P4N 3K6

705-267-8018

77 Bloor St. W., 5th Flr.

Toronto M7A 2R9

416-965-5003

(Toronto/Hamilton/Ottawa)

NORTHWEST AREA

Area Supervisor/Field Office

1825 East Arthur St.

Thunder Bay P7E 5N7

807-475-1683

240 Scott St., 2nd Flr.

Box 613

Fort Frances P9A 3M9

807-274-9732

303 Main St.
Box 778
Geraldton P0T 1M0
807-854-0169

20 Main St. S.
Kenora P9N 1S7
807-468-5568
(West Patricia area
& Kenora/Dryden area)

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's Communications and Marketing Branch.

ART GALLERY OF ONTARIO

317 Dundas St. W.
Toronto M5T 1G4
416-977-0414

MCC 31

The Art Gallery of Ontario cultivates and advances the cause of visual **arts** in Ontario with programs, lectures and **films** on the origin, development, appreciation and techniques of the visual **arts**. The Gallery exhibits works of **art** from its permanent collection and invitational and loan **exhibitions** in the **art** gallery and **The Grange**, a restored historic Toronto house. Exhibitions are also circulated to Ontario communities. The Gallery offers an **art** rental service, **art book shop**, **audio-visual library**, **art** reference **library**, **art** classes, **tours** and **speakers bureau**. It is closed on Mondays and admission is free on Wednesday evenings from 6-9 pm.

CJRT-FM INC.

297 Victoria St.
Toronto M5B 1W1
416-595-0404

MCC 32

CJRT-FM provides educational opportunities for the citizens of Ontario by offering **adult education** through **university** level credit courses as well as programming designed to provide a better understanding and appreciation of such fields of interest as the **arts**, **music** and **literature**. All program content is presented without commercial sponsorship.

CONSERVATION REVIEW BOARD

77 Bloor St. W., 2nd Flr.
Toronto M7A 2R9
416-965-1432

MCC 33

The Conservation Review Board holds hearings at the request of a municipality if owners object to municipal designation of property for **historical** or **architectural conservation**. The Board reports its opinion to the municipal council. Hearings are also held if there are **appeals** against the Minister's designation of **archaeological** or **historic sites** or against the Minister's refusal of **archaeological licences**.

ADVISORY COUNCIL ON MULTICULTURALISM AND CITIZENSHIP

MCC 34

77 Bloor St. W., 7th Flr.
Toronto M7A 2R9
416-965-6889

The **Ontario Advisory Council on Multiculturalism and Citizenship** consists of sixty members from across Ontario, appointed by Order-in-Council, representing a wide range of **ethnocultural** backgrounds and occupations, selected on the basis of their sensitivity to the multicultural nature of Ontario society and knowledge of the ethnocultural communities. Council's role is to advise the Government of Ontario on those matters within the authority of the government which pertain to **multiculturalism** and **citizenship** development in a context of full, equal and responsible citizenship for all residents of the Province. The Council: responds to specific government requests for advice on policy formulation and program development and delivery; examines and comments on the effectiveness of policies, programs and service delivery mechanisms of the Government of Ontario; assists in promoting the concept of multicultural Ontario as set out in the government's multicultural policy with reference to equality, access and participation, cultural retention and sharing. It reports and makes recommendations to the Government of Ontario through the Minister of Citizenship and Culture.

ONTARIO ARTS COUNCIL

MCC 35

151 Bloor St. W., 5th Flr.
Toronto M5S 1T6
416-961-1660

The **Ontario Arts Council** promotes the study, enjoyment and production of works in the **arts**. It provides **grants** in response to applications from performing and creative **arts** groups such as **theatre** and **dance** companies, **orchestras** and concert societies, **art galleries** and **schools**, **publishing** houses and **periodicals**, local and regional **arts** councils and **festivals**, **arts** service groups and community **arts** projects. Individual **artists**, e.g., painters, sculptors, **playwrights**, **composers**, **writers**, **choreographers**, **poets**, **film-makers**, video **artists** and **photographers** may apply also. The Council has officers on staff who represent various **arts** disciplines and pursuits. Other programs include **Creative Artists In Schools (CAIS)**, and **Ontour** which assists concert **artists**, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional **arts** resources, and **Franco-Ontarian arts**. It also administers endowment funds and competitions.

ONTARIO EDUCATIONAL COMMUNICATIONS AUTHORITY

MCC 36

TVONTARIO
Box 200, Station Q
Toronto M4T 2T1
416-484-2600; 1-800-268-8840

TVOntario (TVO), a provincial crown corporation, is responsible for **educational broadcasting** in Ontario. TVOntario designs and produces TV-based learning systems in English and **French** for in-school, **preschool**, and **adult education**. The TVOntario educational television broadcast signal reaches 95 per cent of the Ontario population. It is delivered via an Anik C3 satellite to sixteen major transmitters as follows: Toronto

(Channel 19), Ottawa (Channel 24), Kitchener (Channel 28), London (Channel 18), Chatham (Channel 59), Windsor (Channel 32), Thunder Bay (Channel 9), Sudbury (Channel 19), Sault Ste. Marie (Channel 20), North Bay (Channel 6), Owen Sound (Channel 12), Timmins (Channel 7), Belleville (Channel 53), Kingston (Channel 38) and Penetanguishene (Channel 51). Through this same satellite it is also delivered to 130 low power transmitters to communities across northern Ontario and cable companies throughout the province. TVOntario also distributes video and audio **tapes**, maintains a **library**, and publishes print materials supporting educational programming. The broadcast day extends for 16 hours. Schedules and program information are available on request.

ONTARIO FILM DEVELOPMENT CORPORATION

MCC 37

77 Bloor St. W., 4th Flr.
Toronto M7A 2R9
416-965-8393

A new corporation to foster the development of Canadian-owned Ontario-based film producers, the **Ontario Film Development Corporation (OFDC)** will establish an investment fund to assist producers, writers and directors. **Film** companies may be eligible for **financial assistance** to maintain ongoing financial stability.

ONTARIO HERITAGE FOUNDATION

MCC 38

77 Bloor St. W., 2nd Flr.
Toronto M7A 2R9
416-965-9504

The **Ontario Heritage Foundation** advises the Minister of Citizenship and Culture on issuing **archaeological licences** and on designating significant archaeological and **historic sites**. The Foundation provides **grants** to encourage innovative work in archaeology and to help complete artifact analysis; for **architectural conservation** to encourage renovation of buildings of **historical** or architectural significance, as well as **loans**; to assist **historian** with the preparation and printing of **manuscripts** of local, regional or specialized interest related to Ontario's **heritage**. It erects historical **plaques** which recognize people, places, buildings and events of significance to the history of the Province and acquires, usually by donation, **heritage** properties, **parkland**, works of **art** and **historical** artifacts. Contact the main office or regional offices listed under Regional Services, Ministry of Citizenship and Culture, MCC 12.

ONTARIO HISTORICAL STUDIES SERIES

MCC 39

Glendon College
2275 Bayview Ave.
Toronto M4N 3N6
416-487-6142

The **Ontario Historical Studies Series Project** produces comprehensive, scholarly and readable books on the **historical** development of Ontario. The series is divided into six parts: bibliography of Ontario history; biographies of major premiers; historical atlas; theme studies on aspects of Ontario's economic, social, political and cultural development; general history; and oral history featuring interviews with people who have played a key role in Ontario's development. The project is funded by the Ministry of Citizenship and Culture.

ONTARIO SCIENCE CENTRE

MCC 40

770 Don Mills Rd.
Don Mills M3C 1T3
416-429-4100

Through innovative methods, the **Science Centre** makes **science** and **technology** appealing to children of all ages. The Centre invites visitor participation in its unique exhibits, demonstrations, workshops and theatre presentations. It provides special **exhibitions**, **films** and free **education** programs for Canadian school classes booked in advance of their visit. Through its Outreach program, the Centre provides extension services to communities throughout Ontario. Four major travelling **exhibitions** visit shopping malls, schools, libraries and recreation centres throughout Ontario. The Centre also houses the **Ontario Film Institute** which is a reference and information centre, the **Ontario Film Theatre** which screens **films**, and the **Ontario Film Archives**. Weekly film programs are presented for **senior citizens**. The Centre is fully accessible to the physically handicapped and is open 7 days a week. For a recorded message giving general information on special programs, admission costs and hours, call 416-429-4423.

ROYAL BOTANICAL GARDENS

MCC 41

Box 339
Hamilton L8N 3H8
416-527-1158

The **Royal Botanical Gardens** in Hamilton-Wentworth and Halton Regions consist of 2000 acres of developed **gardens** featuring world-renowned plant collections complemented by extensive natural areas served by 27 miles of interpretive nature trails. Educational programs include courses on horticulture, botany and design with plant materials, instruction for school classes as well as **university** credit courses. The Royal Botanical Gardens also offer the public extensive **horticultural** information on ornamental, native and poisonous **plants**, edible and poisonous **mushrooms**, and information on **birds**. **Tours** can be arranged. The Gardens participate in Outreach Ontario and Festival Ontario.

ROYAL ONTARIO MUSEUM

MCC 42

100 Queen's Park
Toronto M5S 2C6
416-978-3690

The **Royal Ontario Museum (ROM)**, incorporating the **Canadiana** collections at 14 Queen's Park Crescent W. (586-5549) and the **McLaughlin Planetarium** (586-5736), is the largest of Canada's public **museums** and a major **research** institution with excellent collections in 20 departments. These include the **arts**, **archaeological** studies (e.g., Chinese, Egyptian) and **science** (e.g., Mammalogy, Mineralogy, Entomology, Ornithology, Vertebrate Palaeontology). The departments identify objects related to their fields such as **birds**, **insects**, works of **art**, artifacts, etc. for information only, not for monetary purposes (call or write for appointment). The ROM maintains specialized **libraries** and offers **group tours** (for tour information call 586-5572), a Discovery Room (inviting public participation when viewing **exhibits**), travelling **exhibitions**, museumobiles, a **speakers bureau**, lectures and **art** instruction, showings of films, clubs for **senior citizens** and **children**. The museum is open 7 days a week.

SCIENCE NORTH
100 Ramsay Lake Rd.
Sudbury P3E 5S9
705-522-3701

MCC 43

Through a combination of exhibits, demonstrations and films, Science North provides science and technology programs of interest to all ages. Science North also operates the **Big Nickle Mine** for the only public tour of an actual working mine in Ontario. A 3-D film provides entertaining and exciting film presentations on science and technology in northern Ontario. Science North is open in the winter every day, from 11 am - 5 pm, except Monday and in the summer every day from 9 am - 7 pm. It is fully accessible to the physically disabled. Big Nickle Mine is open from May to October. For a recorded message giving general information on special programs, admission costs and hours call 706-522-3700.

THE McMICHAEL CANADIAN COLLECTION
Islington Ave.
Kleinburg L0J 1C0.
416-893-1121

MCC 44

The McMichael Canadian Collection, built of handhewn logs and fieldstone on the wooded banks of the beautiful Humber River, exhibits one of Canada's most important collections of paintings by the **Group of Seven** painters and other Canadian masters such as Tom Thomson, Emily Carr, Clarence Gagnon, David Milne and J. W. Morrice, plus sculptures, paintings and prints by native Indian and Inuit artists.

The art gallery is open 11 a.m. to 5 p.m. daily during the summer months (Victoria Day weekend in May to Thanksgiving in October) and closed Mondays during the winter months. The Restaurant and Gallery Shop are open during gallery hours.

Admission fees are: Adults, \$2.50; Students, \$1.00; Seniors, \$1.50 (free on Wednesdays); Children under 5, free; Families, \$6.00.

Group tours are invited and all tours can be arranged by calling 416-893- 1123.

ACTS

ACTS

MCC 45

The Minister of Citizenship and Culture is designated to administer the following Acts.

Archives Act
Art Gallery of Ontario Act
Arts Council Act
Centennial Centre of Science and Technology Act
Foreign Cultural Objects Immunity from Seizure Act
George R. Gardiner Museum of Ceramic Art Act, 1981
Ministry of Citizenship and Culture Act
McMichael Canadian Collection Act
Ontario Educational Communications Authority Act
Ontario Heritage Act
Public Libraries Act
Royal Ontario Museum Act

Science North Act
The Royal Botanical Gardens Act, 1941, as amended

MINISTRY OF COLLEGES AND UNIVERSITIES

Mowat Block

900 Bay St.

Queen's Park, Toronto M7A 1L2

The Ministry of Colleges and Universities administers support funds to 15 provincially assisted universities, 22 colleges of applied arts and technology, Ryerson Polytechnical Institute and the Ontario College of Art. It also administers student financial assistance programs.

The Ministry of Colleges and Universities was formed in May 1964 as the Department of University Affairs. The jurisdiction of the Colleges of Applied Arts and Technology, which had been established in 1965 under the jurisdiction of the Department of Education, was transferred to the newly named Department of Colleges and Universities. In 1972 under the reorganization of the Ontario Government the name was changed to the Ministry of Colleges and Universities. In April 1972 the Industrial Training Branch of the Ministry of Labour, with its responsibilities for Apprenticeship, was transferred to this Ministry. In 1979 the Ministry of Colleges and Universities and the Ministry of Education came under the jurisdiction of the same Minister and the service branches of the two Ministries merged so that support services could be provided in common. In 1985 the Skills Development Division was transferred to the newly announced Ministry of Skills Development. Since June 1985 the Ministry of Colleges and Universities has operated under the jurisdiction of a Minister who also has responsibility for the Ministry of Skills Development. The Ministry operates under the Ministry of Colleges and Universities Act.

UNIVERSITY AND STUDENT AFFAIRS DIVISION

UNIVERSITY RELATIONS BRANCH

Mowat Block, 9th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1L2

416-965-3878/79

MCU 1

University Relations Branch is responsible for administering the provincial grants to Ontario universities. The branch administers the operating grants formula; develops and analyses policy proposals with reference to university operations, physical resources and their funding; implements policy decisions; acts as liaison with the **Ontario Council on University Affairs** and other university organizations and maintains government-university relations in general. It answers inquiries about university-related matters, publishes the **Operating Formula Manual** for use by university administrators, coordinates policy development and issues resolutions related to health sciences programs in colleges of applied arts and technology and universities. The branch liaises with other ministries (primarily the Ministry of Health) and health professionals' associations and regulatory bodies about **health** manpower and education issues (965-5543); approves and reviews programs of both pre-service and in-service **teacher education** offered by faculties of education and sets policy concerning regulations relating to **certification of teachers, vice-principals, principals and supervisory officers** (965-5477).

COLLEGE AFFAIRS BRANCH

MCU 2

Mowat Block, 10th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1L2
416-965-5375

College Affairs Branch is responsible for the delivery of divisional programs designed to contribute to Ontario's economic growth by assisting employers and individuals to achieve their **skills development** goals.

The branch is responsible for planning and policy formulation and implementation for the **colleges of applied arts and technology (CAATs)**, often called community colleges. It provides operating and capital **grants** to the colleges. The colleges work closely with Canada Employment Centres in providing skilled **vocational** training under the **National Institutional Training Program**. For information about programs, contact the local colleges or refer to the Ministry of Skills Development.

The branch acts as the secretariat for the **Ontario Council of Regents for CAATs**. It negotiates, on behalf of the Ontario Council of Regents, collective agreements for the colleges' unionized staff. It also develops and administers personnel policies on behalf of the Ontario Council of Regents.

COLLEGE AFFAIRS BRANCH PRIVATE VOCATIONAL SCHOOLS

MCU 3

Mowat Block, 9th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1L2
416-965-5348

The Private Vocational Schools section of the College Affairs Branch is responsible for registering and regulating private vocational **schools** throughout the Province.

STUDENT AWARDS BRANCH

MCU 4

Mowat Block, 8th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1L2
416-965-5241

Toll-free: 1-800-268-3748
Area Code 807, ask operator for Zenith 47720

Student Awards Branch has many student awards programs which offer **financial assistance** in the form of **loans, grants or bursaries** to Ontario **students** studying at colleges and universities. It administers five plans based on financial need under the **Ontario Student Assistance Program (OSAP): Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loans Plan, Ontario Special Bursary Plan, and Ontario Work-study Plan**. The branch also awards **fellowships or scholarships** for outstanding university graduate work: The **Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship** and The **Queen Elizabeth II Ontario Scholarships**. The branch has programs for students and teachers for bilingual study: **Fellowships for Studying in French, Teacher's Summer Bursary, French Language Instructional Units Teacher's Bursary Program (Winter Session) and Summer Language Bursary Program**. Students should apply through the Financial Aid Office located at the

post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch.

ONTARIO COUNCIL ON UNIVERSITY AFFAIRS

MCU 5

700 Bay St., 7th Flr.
Toronto M5G 1Z6
416-965-5233

The Ontario Council on University Affairs (OCUA) was established by order in council in 1974 and is an advisory body to the Minister of Colleges and Universities and the Lieutenant-Governor-in-Council. The council may advise on any matters pertaining to the university system but regularly advises on the funding required, the allocation of funds, graduate and professional program approval and the **Ontario Graduate Scholarship** funding. In many ways, OCUA acts as a buffer between government and the 15 provincially assisted **universities, Ryerson Polytechnical Institute, the Ontario College of Art, the Ontario Institute for Studies in Education and the Bar Admission Course (Law Society of Upper Canada)**. The council is composed of a full-time chairman and 19 others who serve on a part-time basis. A small research staff supports the work of the council.

ONTARIO COUNCIL OF REGENTS FOR CAATs

MCU 6

Mowat Block, 7th Flr.
900 Bay St
Queen's Park, Toronto M7A 1L2
416-965-4234

Ontario Council of Regents for CAATs evaluates the effectiveness of **Colleges of Applied Arts and Technology (CAATs)**; provides policy guidelines; approves requests for new programs; approves master plans and their modifications; reviews college multi-year plans; establishes salaries, wages, terms and conditions of employment for college staff; establishes **collective bargaining** policy for academic and support staff; and appoints the Boards of Governors. The Council has a full-time executive secretary but additional secretariat services are provided by the College Affairs Branch of the Ministry of Colleges and Universities.

COLLEGE RELATIONS COMMISSION

MCU 7

111 Avenue Rd., Ste. 400
Toronto M5R 3J8
416-922-7679

College Relations Commission was established in 1975 to oversee the **collective bargaining** process between the **Ontario Council of Regents for CAATs (Colleges of Applied Arts and Technology)** and the **Ontario Public Service Employees Union** representing both academic and support staff. The commission monitors and assists in negotiations, supervises staff votes and advises the Lieutenant-Governor-in-Council when a strike or lock out is jeopardizing student education.

ACTS

ACTS

MCU 8

The following is a list of Acts administered by the Ministry of Colleges and Universities. For information on which branches administer the Acts, see the Key Word Index or contact Ministry of Education's Legislation Branch or information/communications branch.

Brock University Act, 1964
 Carleton University Act, 1952
 Colleges Collective Bargaining Act
 Lakehead University Act, 1965
 Laurentian University of Sudbury Act, 1960
 McMaster University Act, 1957
 Ministry of Colleges and Universities Act
 Ontario College of Art Act, 1968-69
 Osgoode Hall Law School Scholarships Act, 1968-69
 Private Vocational Schools Act
 Ryerson Polytechnical Institute Act, 1977
 Sunnybrook Hospital Act, 1966
 Trent University Act, 1962-63
 University of Guelph Act, 1964
 University of Ottawa Act, 1965
 University of Toronto Act, 1971
 University of Waterloo Act, 1972
 University of Western Ontario Act, 1967
 University of Windsor Act, 1962-63
 Wilfred Laurier University Act, 1973
 York University Act, 1965

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

Hepburn Block, 80 Grosvenor St.
Queen's Park, Toronto M7A 1E9

The Ministry of Community and Social Services was originally established in 1930 as the Department of Public Welfare. This department was formed as a result of the Ross Commission on Public Welfare and comprised an amalgamation of the Old Age Pensions, the Mother's Allowance and the Children's Aid branches which previously were administered by the Provincial Secretary, along with the Unemployment Relief branch from the Department of Labour. In 1967 the name was changed to the Department of Social and Family Services, which was maintained until 1972. In that year, the current Ministry was established under the Ministry of Community and Social Services Act.

In 1974 the Mental Retardation program of the Ontario Government under the Developmental Services Act was transferred to this Ministry from the Ministry of Health. In 1977 children's services programs from the Ministries of Health, Correctional Services and the Attorney General were transferred to the Ministry. In November 1985 the new Child and Family Services Act was proclaimed. It eliminates inconsistencies, simplifies the law, addresses the new legal issues and ensures that the legislation conforms with the equality provisions of the Charter of Rights and Freedoms.

The current trend is to encourage and support community living programs which enable physically and mentally handicapped persons and elderly citizens to live independently. Ministry-operated and funded programs are moving towards smaller residential settings with support networks.

Administration of Ministry funded and direct-delivery programs across the province are decentralized to four administrative regional offices and 13 area offices within these regions.

DEPUTY MINISTER'S OFFICE

COMMUNICATIONS GROUP
Hepburn Block, 7th Flr.
Queen's Park, Toronto M7A 1E9
416-965-7825

COMSOC 1

The group informs the public, client groups and the media about the Ministry's programs and activities. It establishes communications policy for the Ministry and advises staff on communications planning. It provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, producing and distributing publications, news releases, audio-visual materials and directing advertising campaigns. Also, it provides public relations assistance, (e.g. consultation, publications, films, conferences, displays, etc.) to the public, municipalities and social agencies to explain Ministry programs.

The group also provides an internal conduit for quick responses to many important and contentious operations and policy issues which arise from questions in the Legislature, from the press and from other contacts within the Minister's, the Deputy Minister's and the Assistant Deputy Minister's offices. It answers information inquiries that cannot be transferred to the regional or area offices and provides executive and administrative assistance to the offices of the Deputy Minister and the Assistant Deputy Minister, Operations Division.

OFFICE OF THE COORDINATOR OF FRENCH LANGUAGE SERVICES

COMSOC 2

Macdonald Block, Rm. M1-50
Queen's Park, Toronto M7A 1E9
416-965-9794

The French Language Services Coordinator develops policy and assists regions with its implementation within the Ministry and its agencies.

SERVICES EN FRANCAIS

Le coordonnateur des services en français est responsable du développement de la politique des services en français. Il aide les bureaux régionaux à implanter cette politique au sein du Ministère et de ses agences.

LEGAL SERVICES BRANCH

COMSOC 3

Hepburn Block, 4th Flr.
Queen's Park, Toronto M7A 1E9
416-965-5147 & 416-965-5148

Legal Services Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc.. The Legal Services Branch is responsible to the Ministry of the Attorney General.

OPERATIONS DIVISION

OPERATIONS DIVISION CHILDREN'S AND ADULTS' SERVICES

COMSOC 4

Hepburn Block, 6th Flr.
Queen's Park, Toronto M7A 1E9
416-965-7683

Headed by an Assistant Deputy Minister, the Operations Division is responsible for the delivery of all existing children's and adults' services programs within this Ministry. Operations services include all decentralized program delivery structures plus centralized program and initiative implementation, operational support planning and control mechanisms. Decentralized service delivery will be undertaken through the Regional Directors and Area Managers in the Ministry's regional, area and local offices and through all provincially run facilities (i.e., those for the developmentally handicapped, the training schools and detention homes for children). The functions of the Regional Directors and the area offices are described under the Regional Organization entry, COMSOC 14.

CORPORATE PROGRAM IMPLEMENTATION

COMSOC 5

Hepburn Block, 6th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1E9
416-963-2648

Headed by a Director, The Corporate Program Implementation Branch is responsible for the effective implementation of functionally diversified corporate program initiatives. The Director oversees the development of implementation models and works closely

with local offices to ensure that planning for the initiatives occurs according to the directions set by the Ministry, with consideration for efficiency in terms of program delivery and resource allocation. In addition, the Director monitors and evaluates initiatives and is presently responsible for a number of initiatives including: The Mental Retardation Five Year Plan, Family Violence Initiatives, Employment Opportunities Projects, Child Care Initiatives and Social Assistance Initiatives.

OPERATIONAL SUPPORT BRANCH

COMSOC 6

700 Bay St., 2nd Flr.
Toronto M7A 1E9
416-965-4363

The Operational Support Branch coordinates the activities of the Operations Division with the Policy and Program Development Division and the Finance and Administration Division. In addition, it provides specialized program support and coordinates activities relating to information and planning systems within the Operations Division. The branch is comprised of six units: Program Support, Operational Services, Management Support, Training and Development, Medical Services and Investigations. It also includes the Ontario Centre for the Prevention of Child Abuse.

OPERATIONAL SUPPORT BRANCH PROGRAM SUPPORT UNIT

COMSOC 7

700 Bay St., 9th Flr.
Toronto M7A 1E9
416-965-0912

The Program Support Unit provides assistance to field and corporate offices with respect to income maintenance, children's services, services to the handicapped and seniors and family support. The unit ensures the consistent introduction of program and policy changes, determines operational implications of new policies and monitors the specific program areas.

OPERATIONAL SUPPORT BRANCH OPERATIONAL SERVICES UNIT

COMSOC 8

2195 Yonge St., 7th Flr.
Toronto M7A 1G1
416-965-5142

The Operational Services Unit coordinates and identifies the information needs of the Operations Division and is responsible for the management and production of system within the Operations Division. It develops and implements strategies and plans for new systems or changes to current systems. The unit also monitors administrative practice and conducts operational and administrative reviews. It also provides direct delivery of residual Family Benefits income maintenance functions.

OPERATIONAL SUPPORT BRANCH MANAGEMENT SUPPORT SECTION

COMSOC 9

700 Bay St., 2nd Flr.
Toronto M7A 1E9
416-965-1818

The Management Support Section supports the development, implementation and maintenance of management processes, such as work planning and service planning across the

division. In this capacity it interacts with the Finance and Administration Division, the Policy Division (primarily the Corporate Policy Branch) as well as the regions and areas within the Operations Division. The section develops and maintains program manuals and becomes involved in any projects which cut across a number of program lines or which deal with management processes, e.g., volunteer services, management standards and monitoring models.

OPERATIONAL SUPPORT BRANCH
TRAINING AND DEVELOPMENT UNIT

COMSOC 10

700 Bay St., 11th Flr.
Toronto M7A 1E9
416-965-6211

The section develops policy, process and strategy in training and development and provides a consultative and advisory service across the Ministry. It coordinates implementation of training and development services and its staff of trainers is available to work with managers and staff throughout the Province. The section has a corporate mandate, administers the Educational Leave and Assistance Policy, has information resource banks on training opportunities and resources, and develops short programs on request. It supports corporate initiatives where training and/or presentations are required, and is available to advise on the technical aspects of presentations. The section is responsible for the Annual Training and Development Report to the Civil Service Commission and the Ontario Women's Directorate.

OPERATIONAL SUPPORT BRANCH
MEDICAL SERVICES UNIT

COMSOC 11

2195 Yonge St., 10th Flr.
Toronto M4S 2B2
416-965-3242

This unit provides overall coordination and professional support to the Ministry and its regional and area offices in connection with medical programs and services operated/funded by the Ministry, or external to the Ministry but having direct impact upon ministry programs and services. The unit also provides coordination and professional training and support to members of the Medical Advisory Boards. Medical adjudicators, located in area offices, determine a client's eligibility (on medical grounds) for Family Benefits or Vocational Rehabilitation Allowances.

OPERATIONAL SUPPORT BRANCH
ONTARIO CENTRE FOR THE PREVENTION OF CHILD ABUSE

COMSOC 12

700 Bay St., 21st Flr.
Toronto M7A 1E9
416-965-1900

The Ontario Centre for the Prevention of Child Abuse is a non-profit charitable corporation. It was established by the Ministry in cooperation with the Canadian Children's Foundation and leading experts in the field of child abuse. The Centre serves as a central focus for Ministry **child abuse** prevention activities, including training and public **education**.

ADOPTION DISCLOSURE REGISTER

COMSOC 13

700 Bay St.
Toronto M7A 1E9
416-965-0544

Operated by the Ministry of Community and Social Services, the Register provides a means by which **adopted** adults and **birth parents** can obtain identifying information about each other and meet if they wish. For information and/or an application form, call the Adoption Disclosure Register Clerk at 965- 0544.

Private adoptions are handled by individuals or private agencies licensed by this Ministry to place children for adoption. Information about private adoption is also available from this office.

REGIONAL ORGANIZATION
CHILDREN'S AND ADULTS' OPERATIONS
REGIONAL, AREA AND LOCAL OFFICES

COMSOC 14

To ensure effective service delivery in all parts of the Province, the Ministry's responsibilities are designated under four regions (Northern, Southeast, Southwest and Central). All regions are headed by a regional director and are responsible for an integrated service delivery of both adult and children's programs.

The Regional Directors provide general management (including resource allocation) and coordination for all Ministry-run and Ministry-funded programs within their four geographic areas. They carry out this responsibility by coordinating the activities of the area offices, the local offices for adults' services, the juvenile probation field offices, and all provincially-run facilities (i.e. facilities for the developmentally handicapped, training schools and detention homes for children).

Programs pertaining to Adults' Services and delivered by the area and local offices include: Family Benefits; Vocational Rehabilitation Maintenance Allowances; Handicapped Children's Allowance; General Welfare Assistance (administered by municipalities and Indian Band Councils or by the Province in unorganized territories); Work Incentive Programs for adults; and the Senior Citizens' Program. These programs, along with the Soldiers' Aid Commission, are described in individual entries.

Programs pertaining to Children's Services and delivered by the area offices include: Child Welfare (Children's Aid Societies); Day Nurseries; Probation services for children (Juvenile Corrections); Residential Care and Residential Treatment Services; and Community Programs for developmentally handicapped children. These programs are described in individual entries.

The functions of the facilities for the developmentally handicapped (COMSOC 15) and the Juvenile Corrections Program which includes probation offices, training schools and detention homes for children (COMSOC 16) are described in entries which follow. A list of the facilities and offices is part of the appropriate description.

The Ministry's regional, area and local offices are listed below.

CENTRAL REGION

Regional Director
2195 Yonge St., 10th Flr.
Toronto M7A 1G2
416-963-1010

Barrie Area Office
34 Simcoe St., Box 910
Barrie L4M 4Y6
705-737-1311
If long distance dial
1-800-461-7551

York Local Office
251 Edward St.
Aurora L4G 3M7
416-727-3156

Local Office
80 Colborne St. W.
P. O. Box 98
Orillia L3V 2Y7
705-325-7408

Mississauga Area Office
90 Dundas St. W., 2nd Flr.
Mississauga L5B 2T5
416-276-7670

Toronto Area Office
2195 Yonge St., 9th Flr.
Toronto M7A 1G1
416-965-1433
416-965-5103 (Senior Citizens)

Local Office
3501 Dufferin St., Main Flr.
Toronto M3K 1N6
416-248-7594

Local Office
252 Parliament St.
Toronto M5A 3A4
416-362-6111

Local Office
911 Eglinton Ave. E.
Toronto M1L 2L6
416-752-6625

Local Office
121 Kennedy Ave., 2nd Flr.
Toronto M6S 2X8
416-763-3631

SOUTHWEST REGION

Regional Director
195 Dufferin Ave., 5th Flr.
London N6A 1K7
519-438-8344

Hamilton Area Office
119 King St. W., 6th Flr.
P. O. Box 2112
Hamilton L8N 3Z9
416-521-7280

Local Office
7 Charlotte St., 2nd Flr.
Brantford N3T 5W7
519-756-5790

Local Office
4609 Crysler Ave.
Thomas Building
Niagara Falls L2E 4C9
416-357-0363

Local Office
110 James St., Box 176
St. Catharines L2R 6S4
416-688-3022
If long distance ask
operator for Zenith 21370

Local Office
266 Division St.
Welland L3B 4A4
416-735-6510

London Area Office
495 Richmond St., 6th Flr.
London N6A 5A9
519-438-5111
If long distance dial
1-800-265-4197

Local Office

17 Rattenbury St.
P. O. Box 1150
Clinton N0M 1L0
519-482-3971

Local Office

101 Union St.
Simcoe N3Y 2A6
519-426-9350

Local Office

194 Ontario St.
Stratford N5A 3H4
519-271-1530

Local Office

499 Talbot St.
St. Thomas N5P 1C3
519-631-3032

Waterloo Area Office

Waterloo Square
75 King St. S.
Waterloo N2J 1P2
519-886-4700
If long distance ask
operator for Zenith 37610
(Grey, Bruce, Waterloo, Wellington)

Local Office

73 Water St. N.
Cambridge N1R 7L6
519-623-1230

Local Office

60 Baker St.
Guelph N1H 4G1
519-822-7500

Local Office

945 3rd Ave. E.
Owen Sound N4K 5R4
519-376-1951
If long distance ask
operator for Zenith 21370

Local Office

1 Victoria St.
Walkerton N0G 2V0
519-881-0977

Windsor Area Office

250 Windsor Ave., 1st Flr.
Windsor N9A 6V9
519-254-1651
If long distance ask
operator for Zenith 21370

Local Office

48 Fifth St.
Chatham N7M 4V7
519-352-5040

Local Office

18 Selkirk Ave.
Leamington N8H 3B3
519-326-2511

Local Office

720 Christina St. N.
Sarnia N7V 3C2
519-337-3246
If long distance ask
operator for Zenith 21370

SOUTHEAST REGION

Regional Director

336 Alfred St.
Kingston K7L 3S5
613-547-2214

Kingston Area Office

1055 Princess St., Ste. 103
Kingston K7L 5T3
613-547-3431
For toll-free number check the
blue pages of telephone directory
(Dundas, Glengarry, Leeds & Grenville,
Lanark, Ottawa-Carleton, Stormont,
Renfrew, Prescott & Russell, Frontenac,
Hastings, Lennox & Addington,
Prince Edward)

Local Office

14 Bridge St. W., Box 816
Belleville K8N 5B5
 613-962-9562
 If long distance ask
 operator for Zenith 21370

Local Area Office

51 King St. E.
Brockville K6V 1A7
 613-345-1200
 If long distance
 dial 1-800-267-0834

Ottawa Area Office

10 (Rue) Rideau St.
Ottawa K1N 9J1
 613-234-1188

Local Office

28 Main St. N., Box 520
Alexandria K0C 1A0
 613-525-3524
 If long distance ask
 operator for Zenith 35500

Local Office

P. O. Box 40
Barry's Bay K0J 1B0
 613-756-3506
 If long distance ask
 operator for Zenith 21370

Local Office

4 Montreal Rd., 3rd Flr.
Cornwall K6H 1B1
 613-932-3381
 If long distance ask
 operator for Zenith 35500

Local Office

876 James St.
Hawkesbury K6A 1T9
 613-632-1171
 If long distance ask
 operator for Zenith 35500

Local Office

77 Mary St., 3rd Flr.
Pembroke K8A 5V4
 613-735-1073

Local Office

315 Raglan St. S.
Renfrew K7V 1R6
 613-432-4886
 If long distance ask
 operator for Zenith 21370

Peterborough Area Office

60 Hunter St. E.
Peterborough K9H 1G5
 705-742-9292
 If long distance ask
 operator for Zenith 21370

Local Office

322 Kent St. W.
Lindsay K9V 5E5
 705-324-6128
 If long distance ask
 operator for Zenith 49740

Local Office

11 Simcoe St. N., Ste. 201
Oshawa L1G 4R7
 416-576-9001
 If long distance ask
 operator for Zenith 49740

Local Office

38 Walton St., Ste. 4
Port Hope L1A 1N1
 416-885-6386
 If long distance check
 blue pages of telephone directory

NORTHERN REGION

Regional Director

473 Queen St. E., 2nd Flr.
Sault Ste. Marie P6A 1Z5
 705-949-8052

Sudbury Area and District Office

111 Larch St., 8th Flr.

Sudbury P3E 4T5

705-675-4515

If long distance dial

1-800-461-1167/9

Local Office

199 Larch St., 5th Flr.

Sudbury P3E 5P9

705-675-4515

Zenith 35500

If long distance dial

1-800-461-1167/9

Local Office

14 Young St.

Chapleau P0M 1Z0

705-864-0429

Local Office

P. O. Box 238

Espanola P0P 1C0

705-869-1532

Local Office

Meredith/Eleanor Sts.

Gore Bay

Manitoulin Island P0P 1H0

705-282-2288

Sault Ste. Marie District Office

123 March St., 3rd Flr.

Box 68

Sault Ste. Marie P6A 2Z5

705-759-8244

Local Office

4 Michigan Ave.

Blind River P0R 1B0

705-356-2263

If long distance ask

operator for Zenith 21370

Local Office

9 Ontario Ave.

Elliot Lake P5A 1M7

705-848-7153

Local Office

54 Broadway Ave., Ste. 4

Wawa P0S 1K0

705-856-2303

If long distance ask

operator for Zenith 21370

North Bay Area Office

222 McIntyre St. W.

North Bay P1B 2Y8

705-474-4452

North Bay District Office

222 McIntyre St. W.

North Bay P1B 2Y8

705-474-3540

Local Office

274 Manitoba Ave.

Box 838

Bracebridge P0B 1C0

705-645-2991

If long distance ask

operator for Zenith 21370

Local Office

76 Church St.

Parry Sound P2A 1Z1

705-746-2717

If long distance ask

operator for Zenith 21370

Local Office

Hwy. 11, Toronto Ave. N.

Box 161

South River P0A 1X0

705-386-2571

If long distance ask

operator for Zenith 35500

Local Office

53A William St., 3rd Flr.

Box 160

Sturgeon Falls

705-753-1611

If long distance ask

operator for Zenith 35500

Timmins District Office

11 Elm St. N.

Timmins P4N 6A3

705-267-7901

Local Office

241 Eighth St., Box 310

Cochrane P0L 1C0

705-272-4846

Local Office

1405 Edward St.

Hearst P0L 1N0

705-362-4238

Local Office

46 Queen St., Box 44

Kapuskasing P5N 2Y1

705-335-6108

Local Office

8 Hudson Bay Ave., Box 398

Kirkland Lake P2N 3J1

705-567-3391

If long distance ask

operator for Zenith 21370

Local Office

First St., Box 160

Moosonee P0L 1Y0

705-336-2984

Local Office

310 Whitewood Ave., Box 2260

New Liskeard P0J 1P0

705-647-7447

Local Office

11 Elm St. N.

Timmins P4N 6A3

705-267-7901

Thunder Bay Area and District Office

710 Victoria Ave., 3rd Flr.

Thunder Bay P7C 1P7

807-475-1345/1515

If long distance ask

operator for Zenith 21370

Local Office

1405 Main St., Box 1029

Geraldton P0T 1M0

807-854-1840

If long distance ask

operator for Zenith 21370

Kenora/Rainy River District Office

20 Main St. S.

Kenora P9N 1S7

807-468-3056

If long distance ask

operator for Zenith 21370

Local Office

475 Government Rd., Box 3000

Dryden P8N 3E3

807-223-2241

Local Office

338 Scott St., Box 760

Fort Frances P9A 3N1

807-274-9846

Local Office

104 Government Rd., Box 429

Keewatin P0X 1C0

807-547-2801

If long distance ask

operator for Zenith 21370

Local Office

Ontario Government Bldg., Box 827

Red Lake P0V 2M0

807-727-2174

Local Office

110 Front St., Box 338

Sioux Lookout P0V 2T0

807-737-3813

REGIONAL ORGANIZATION
CHILDREN'S AND ADULTS' OPERATIONS
FACILITIES FOR DEVELOPMENTALLY HANDICAPPED

The Ministry delivers treatment and training programs and services to the developmentally handicapped through 12 government-operated and 10 local community-board operated **mental retardation** facilities. These facilities for the developmentally handicapped fall under regional jurisdiction. The facilities which are owned and operated by the Ministry are listed below:

CENTRAL REGION

Adult Occupational Centre
Edgar

Mailing address:
P.O. Box 12000
Barrie L4M 4W3
705-728-6910

Huron Regional Centre
P.O. Box 1000
Orillia L3V 6L2
705-326-7361

Surrey Place Centre
2 Surrey Place
Toronto M5S 2C2
416-925-5141

NORTHERN REGION

Muskoka Centre
P. O. Box 280
Gravenhurst P0C 1G0
705-687-2201

Northwestern Regional Centre
580 Algoma St. N.
P. O. Box 3270
Thunder Bay P7B 5G4
807-345-0576

SOUTHEASTERN REGION

D'Arcy Place
700 D'Arcy St.
P. O. Box 110
Cobourg K9A 4L5
416-372-3341

Prince Edward Heights
P. O. Box 440
Picton K0K 2T0
613-476-2104

Rideau Regional Centre
P. O. Box 2000
Smiths Falls K7A 4T7
613-283-5533

SOUTHWESTERN REGION

Oxford Regional Centre
P. O. Box 310
Woodstock N4S 7X9
519-539-1251

Southwestern Regional Centre
Hwy. 3 (West of Blenheim)
Mailing address:
P. O. Box 1000
Blenheim N0P 1A0
519-676-5431

*Children's Psychiatric Research
Institute (C.P.R.I.)*
P. O. Box 2460
Terminal A
London N6A 4G6
519-471-2540

Midwestern Regional Centre
P. O. Box 400
Palmerston N0G 2P0
519-343-2015

**REGIONAL ORGANIZATION
YOUTH CORRECTIONS PROGRAM
SECURE CUSTODY FACILITIES, DETENTION HOMES
AND PROBATION OFFICES**

COMSOC 16

The Youth Corrections Program provides detention services for young persons awaiting court disposition. It supervises young persons placed on **probation** by youth court judges, operates residential secure custody facilities for young persons ordered there by the youth court and supervises young persons ordered by the youth court into community programs.

Services and information concerning the Youth Corrections Program are delivered through the area offices listed under this Ministry's Regional Organization entry (COM-SOC 14) or through the institutions listed below.

Secure custody facilities, detention homes, probation offices and the children's mental health centre, Thistletown Regional Centre (416-741-1210), are listed below.

SECURE CUSTODY FACILITIES

Project DARE
P. O. Box 2000
South River P0A 1X0

Brookside Training School
Box 159
Cobourg K9A 4K6
416-372-5451

Syl-Apps Youth Centre (Training School)
Box 9100
Oakville L6J 5E8
416-844-4110

Sprucedale Training School
Box 606
Simcoe N3Y 4L8
519-426-3561

Cecil Facer Training School
Box 850
Sudbury P3E 4S3
705-522-1250

*St. John's Training School
(Private Training School)*
R.R. 2
Box 5000
Uxbridge L0C 1K0
416-364-0556

DETENTION HOMES

Arrell Observation Home for Children
1051 Upper James St.
Hamilton L9C 3A6
416-385-5341

Juvenile Detention Centre
1670 Oxford St. E.
London N5V 3G2
519-453-7070

Observation and Detention House
475 Iroquois Shore Rd.
Oakville L9J 5E8
416-844-4110

*Juvenile Observation and
Detention Home*
1145 Bronson Place
Ottawa K1S 4H4
613-566-3970

Observation and Detention Home
139 Pim St.
Sault Ste. Marie P6A 3G9
705-256-5987

Observation and Detention Home
354 George St.
Toronto M5A 2N3
416-923-6051

Brookside (Carr House)
Box 159
Cobourg K9A 4K6
416-372-5451

Children's Mental Health Centre
Thistletown Regional Centre
51 Panorama Court
Rexdale M9V 4L8
416-741-1210

JUVENILE PROBATION

2500 Lawrence Ave. E.
Scarborough M1R 2R7
416-750-3387

50 Commercial Ave., Ste. 209
Ajax L1S 2H5
416-683-1250

34 Simcoe St.
P. O. Box 910
Barrie L4M 1N1
705-737-3801

14 Bridge St. W., 2nd Flr.
Box 816
Belleville K8P 1H7
613-966-4302

274 Manitoba Ave.
Box 63
Bracebridge P0B 1C0
705-645-8718

20 Nelson St. W.
Ste. 201 and 203
Brampton L6X 2M5
416-456-3430

100 Wellington Sq.
City Hall, 2nd Flr.
Brantford N3T 2M3
519-752-6505

51 King St. E.
Brockville K6V 1A8
613-342-4033
Burlington Square

760 Brant St.
Burlington L7R 4B7
416-639-5371

73 Water St.
Cambridge N1R 7L6
519-623-1230 (Probation)

Court House
Munsey St., Box 460
Cayuga N0A 1E0
416-772-5303

48 Fifth St., 2nd Flr.
Chatham N7M 4V8
519-352-1115

Brookside School
390 King St. E., Box 159
Cobourg K9A 4K6
416-372-5451

241 Eighth St., Box 310
Cochrane P0L 1C0
705-272-4348

168 Hurontario St., Box 155
Collingwood L9Y 2M2
705-445-3301

502 Pitt St., 2nd Flr.
Cornwall K6J 3R5
613-938-1581

479 Government Rd., Box 1020
Dryden P8N 3E3
807-223-3321

9 Ontario St., Ste. 6
Elliot Lake P5A 2K3
705-848-5070

71 Centre St., Box 1090
Espanola P0P 1C0
705-869-2601

338 Scott St., Box 760
Fort Frances P9A 3N1
807-274-3208

1405 Main St., Box 1029
Geraldton P0T 1M0
807-854-0777

39 West St.
P. O. Box 403
Goderich N7A 4C7
519-524-7780

60 Baker St.
Guelph N1H 4G1
519-822-7500

499 King St. E., 2nd Flr.
St. John's Place
Hamilton L8N 1E1
416-525-0072

1405 Edward St., Box 806
Hearst P0L 1N0
705-362-5145

46 Queen St., Box 295
Kapuskasing P5N 2Y4
705-335-8573

20 Main St. S., 2nd Flr.
Kenora P9N 1S7
807-468-9881

736 Princess St.
Kingston K7L 1G3
613-547-3424

8 Hudson Bay Ave.
Kirkland Lake P2N 2H7
705-567-5297

322 Kent St. W., Box 7000
Lindsay K9V 5E5
705-324-6128

80 Dundas St.
Court House
Box 5600, Terminal 'A'
London N6A 2P3
519-679-7220

303 Midland Ave.
Midland L4R 3K5
705-526-3715

491 Steeles Ave. E.
Milton L9T 1Y7
416-878-0302

90 Dundas St. W., 2nd Flr.
Mississauga L5B 2T5
416-276-7670

P. O. Box 336
Moosonee P0L 1Y0
705-336-2780

713 Davis Dr.
Newmarket L3Y 2R3
416-895-1800

4627 St. Clair Ave., Box 201
Niagara Falls L2E 6T3
416-685-4897

222 McIntyre St. W., Ste. 310
North Bay P1B 2Y8
705-474-4616

Court House
51 Zina St.
Orangeville L9W 1E5
519-941-1530

Counties Bldg., 2nd Flr.
Court St.
P. O. Box 309
L'Orignal K0B 1K0
613-675-4630

138 Ministry of Community and Social Services

80 Colborne St. W.
Orillia L3V 2Y7
705-325-7408

650 King St. E.
Ste. 204/206
Oshawa L1H 1G5
416-723-1119

900 Lady Ellen Place
Ottawa K1Z 5L5
613-722-6507

945 Third Ave. E., Ste. 30
P. O. Box 697
Owen Sound N4K 5R4
519-376-1951

3 Beechwood Dr.
Parry Sound P2A 1J2
705-746-5809

124 Pembroke St. W.
Box 275
Pembroke K8A 6X3
613-735-0608

P. O. Box 37
Perth K7H 3E2
613-267-6842

60 Hunter St. E.
Peterborough K9H 1G5
705-742-9292

110 James St., 5th Flr.
P. O. Box 176
St. Catharines L2R 7E8
416-685-4897

145 Curtis St.
Provincial Court
P. O. Box 277
St. Thomas N5P 3Z7
519-631-3430

720 Christina St. N.
Sarnia N7V 3C2
519-337-3735

123 March St., 5th Flr.
Sault Ste. Marie P6A 5L8
705-759-8244

2500 Lawrence Ave. E., 2nd Flr.
Scarborough M1P 2R7
416-750-3387

Court House
No. 3 Highway E.
Box 605
Simcoe N3Y 4N4
519-428-0380

110 Front St.
P. O. Box 338
Sioux Lookout P0V 2T0
807-737-2162

100 Erie St.
Stratford N5A 2M4
519-271-5220

Ontario Government Bldg.
199 Larch St., Main Flr.
Sudbury P3E 5P9
705-675-4515

710 Victoria Ave., 3rd Flr.
Thunder Bay P7C 5P7
807-475-1485

38 Pine St. N., Ste. 129
Timmins P4N 6K6
705-267-7965

194 Gerrard St. E.
Toronto M5A 2E6
416-923-4516

900 Dufferin St., Ste. 209
Toronto M6H 4B1
416-965-5177

2265 Keele St., Ste. 1
Toronto M6M 3Z7
416-248-3055

11 Victoria St. N.
P. O. Box 1058
Walkerton N0G 2V0
519-881-0977

54 Broadway Ave., Ste. 4
Wawa P0S 1K0
705-856-2303

75 King St. S.
Waterloo Square
Waterloo N2J 1P2
519-886-4700

250 Windsor Ave., 2nd Flr.
Windsor N9A 6V9
519-254-1651

42 Wellington St. N.
Woodstock N4S 6P3
519-537-2055

INCOME MAINTENANCE PROGRAMS

COMSOC 17

700 Bay St.
Toronto M7A 1E9
416-963-2936

The purpose of the Ontario Government's Income Maintenance Program is to ensure a responsive system of financial assistance enabling persons in need to obtain a basic level of allowances and benefits and an opportunity for self development and independence. Income Maintenance programs include Family Benefits, General Welfare Assistance, Handicapped Children's Program, Soldiers' Aid Commission, Vocational Rehabilitation Maintenance Allowances and the Work Incentive Program. These programs are described individually in the entries that follow.

INCOME MAINTENANCE PROGRAMS

COMSOC 18

FAMILY BENEFITS

700 Bay St.
Toronto M7A 1E9

The Family Benefits Program provides **financial assistance** to persons who are in need for a prolonged period of time. It is intended for **sole support parents** raising children alone, **disabled persons, blind**, permanently **unemployable** persons, foster **children**, qualified elderly **women** over 60 and persons aged 65 or over. If need is demonstrated, a monthly **allowance** and other benefits (**health insurance**, prescribed **drugs**, **dental** care, eyeglasses, hearing aids) are provided. The allowance for the **disabled** and the blind is also known as **GAINS-D** (Guaranteed Annual Income System, Disabled). To apply for family benefits contact the area and local offices listed under this Ministry's Regional Organization entry, COMSOC 14.

INCOME MAINTENANCE PROGRAMS

COMSOC 19

GENERAL WELFARE ASSISTANCE

700 Bay St.
Toronto M7A 1E9

The General Welfare Assistance (**GWA**) Program provides short-term **financial assistance** to help pay for necessities when a person suffers loss of income. GWA is administered by municipalities and Indian Band Councils or by the Province in unorganized territories. GWA has four kinds of financial assistance based on need. General Assistance (**welfare**) provides for ordinary living expenses. Special Assistance provides for extraordinary living expenses, e.g., prescribed **drugs**, **dental** care, **prosthetics** (including eyeglasses, hearing aids) and for **burials**. Supplementary Aid is issued for extraordinary

living expenses (as above) to recipients of Family Benefits, Old Age Security, Spouse's Allowance, GAINS-A (senior citizens), GAINS-D (blind and disabled). **Incentive Allowances** are paid to those under a work activity project. To apply for general welfare assistance, contact municipal welfare offices and Indian Band Councils. In unorganized territories contact the area and local offices listed under this Ministry's Regional Organization entry, COMSOC 14.

INCOME MAINTENANCE PROGRAMS HANDICAPPED CHILDREN'S PROGRAM

COMSOC 20

700 Bay St.
Toronto M7A 1E9

The Handicapped Children's Program provides a special allowance to eligible families caring for severely **disabled children** in their own homes. Services are delivered through the area and local offices listed under this Ministry's Regional Organization entry, COMSOC 14.

INCOME MAINTENANCE PROGRAMS SOLDIERS' AID COMMISSION

COMSOC 21

2195 Yonge St.
Toronto M4S 2B2
416-965-4891

The Soldiers' Aid Commission provides emergency **assistance** to eligible war **veteran** and/or their dependents who are in need and administers trust funds accruing from bequests. Contact the Commission or closest branch of the Department of Veterans Affairs (DVA) or Royal Canadian Legion.

INCOME MAINTENANCE PROGRAMS VOCATIONAL REHABILITATION MAINTENANCE

COMSOC 22

700 Bay St.
Toronto M7A 1E9

The Vocational Rehabilitation Maintenance Allowances Program is designed to provide **financial assistance** as a monthly income to **disabled** persons who are enrolled in a training program and are receiving services from the **Vocational Rehabilitation** Program. The Vocational Rehabilitation Program is described under the Vocational Rehabilitation Services Program entry, COMSOC 25. Services are delivered through the area and local offices listed under this Ministry's Regional Organization entry, COMSOC 14.

INCOME MAINTENANCE PROGRAMS WORK INCENTIVE PROGRAM

COMSOC 23

700 Bay St.
Toronto M7A 1E9

The Work Incentive Program provides a cash allowance for **disabled** and permanent **unemployable** people and for sole-support **parents** for a period of 24 months and other regular fringe benefits for 27 months to eligible Family Benefits recipients who return to full-time employment. To apply for work incentives, Family Benefits recipients should contact their fieldworker at the appropriate area or local office listed under this Ministry's Regional Organization entry, COMSOC 14.

SOCIAL SERVICES PROGRAMS

COMSOC 24

The social services programs, which are administered through the Ministry's regional, area, district and local offices, include employment programs, programs for the developmentally handicapped and the senior citizens' program. Each program is described individually under the entries that follow. For information on a specific program, contact the offices listed under this Ministry's Regional Organization entry, COMSOC 14.

SOCIAL SERVICES PROGRAMS
VOCATIONAL REHABILITATION
SERVICES PROGRAM

COMSOC 25

The Vocational Rehabilitation Services Program is designed to provide services to persons who are vocationally handicapped by physical, emotional or intellectual disabilities to prepare for and obtain **employment**.

Vocational **counselling**, assessment, training and **assistive devices** are offered to eligible **disabled persons**.

Individuals receive direct service through area and local offices. **Grants** are available to workshops and other organizations providing **vocational rehabilitation** services. See local offices listed under this Ministry's Regional Organization entry, COMSOC 14.

SOCIAL SERVICES PROGRAMS
PROGRAMS FOR DEVELOPMENTALLY
HANDICAPPED ADULTS

COMSOC 26

Programs for Developmentally Handicapped Adults provide **financial assistance** and program support for community-based programs designed to meet the needs of **developmentally handicapped (retarded)** adults in the areas of accommodation, **employment** and training, adult protective services (to enable developmentally handicapped adults to become self-sufficient in a community setting) and special support projects. Services are directly administered by local associations for the developmentally handicapped. Each area office serves as a link between the Province and community groups in identifying and planning services for developmentally handicapped adults. These services are delivered through the Ministry's local offices listed under this Ministry's Regional Organization entry, COMSOC 14.

SOCIAL SERVICES PROGRAMS
SENIOR CITIZENS' PROGRAM

COMSOC 27

Senior Citizens' Program provides consultation and operating subsidies (**grants**) to **homes for the aged**, residential and extended **health** care and social services in cooperation with municipalities, public and private groups. It assists in community outreach programs such as Home Support, Elderly Persons Centres, Senior Volunteers in Service and Retirement Planning.

Homes for the aged are operated by municipalities under the Homes for the Aged and Rest Homes Act and by approved charitable corporations under the Charitable Institutions Act. The homes provide residential or extended care or both services to senior citizens in a setting that includes planned activities and opportunities for self-enrichment.

Senior Citizens' Program services are delivered through the area and local offices listed under this Ministry's Regional Operations entry, COMSOC 14. The general inquiry number for the area office and all local offices in Metro Toronto is 965-5103.

SOCIAL SERVICES PROGRAMS CHILD WELFARE SERVICES

COMSOC 28

Child Welfare Services are provided under the Child and Family Services Act, 1984. Services are funded, supervised and advised by the Government through **Children's Aid Societies (CAS)** to enhance family life, protect **children** and prevent child abuse and neglect. Children are supervised in their own homes, taken into care by agreement with the parents or committed by the courts into care by the CAS. Services are provided in foster homes and a range of residential care facilities. **Counselling** where children are at risk is given to unmarried **mothers**, parents and **families**.

For information on the above child and family services contact area offices listed under this Ministry's Regional organization entry, COMSOC 14.

SOCIAL SERVICES PROGRAMS DAY NURSERIES PROGRAM

COMSOC 29

The Day Nurseries Program supervises and issues **licences** to nursery schools, **day care** centres and private home day care agencies. It offers information and consultation to provincial associations and groups regarding program development, staffing, legislation and special day care programs (e.g., for native peoples, handicapped, etc.). The program provides **financial assistance** to **municipalities**, approved groups which are incorporated, and **Indian Band Councils** to establish day nurseries, and to municipalities to provide financial assistance to eligible individuals seeking day care. Services are delivered through the area offices listed under this Ministry's Regional Organization entry, COMSOC 14.

SOCIAL SERVICES PROGRAMS RESIDENTIAL CARE AND RESIDENTIAL TREATMENT SERVICES

COMSOC 30

Under the **Child and Family Services Act 1984**, **children** receive treatment and care services in many **residential facilities**. The facilities receive both capital and operating funds from the province and are licensed and supervised according to the provisions and standards of the Act and Regulations. **Licenses** may be issued to **homes** caring for three or more children. Children may be admitted for care through their parents, relatives, Children's Aid Societies or other professionals or the Family Court. Children may also be committed by the Youth Court under the **Young Offenders Act**. Access to the services may be direct or through the area offices.

COMMUNITY PROGRAM FOR DEVELOPMENTALLY HANDICAPPED CHILDREN

COMSOC 31

Community Program for Developmentally Handicapped Children provides funding and consultation to agencies offering residential services, foster care and a variety of community support programs to **developmentally handicapped** (retarded) **children** and their families. Community support programs include infant stimulation, behaviour training respite care, family service workers and services for developmentally handicapped children who have special needs (hearing or visually impaired, emotional disturbance, etc.) Services are delivered through the area offices listed under this Ministry's Regional Organization entry, COMSOC 14.

POLICY AND PROGRAM DEVELOPMENT DIVISION**POLICY AND PROGRAM DEVELOPMENT
DIVISION**

COMSOC 32

Hepburn Block, 6th Flr.
Queen's Park, Toronto M7A 1E9
416-965-4914

Headed by an Assistant Deputy Minister, the Policy and Program Development Division brings together the policy development and related functions from throughout the Ministry. The division supports the Ministry and the community in the development, rationalization and harmonization of social services and income maintenance policy. The organizational sections in this division are Policy Development, Policy Services and Program Evaluation, Corporate Policy and Intergovernmental Policy. These sections are described individually in the entries that follow.

POLICY DEVELOPMENT BRANCH

COMSOC 33

Hepburn Block, 3rd Flr.
Queen's Park, Toronto M7A 1E9
416-965-6231/37; 965-2316; 965-9505

Policy Development Branch provides policy direction in the area of **children's** and adults' services. Specifically it addresses a broad range of issues related to services for children, the **aged**, **families**, the physically **disabled** and the **developmentally handicapped**. This includes income maintenance policy and the broad spectrum of social services. This section analyzes broad policy issues; defines and delineates policy options; develops policy priorities; may be involved in developing and evaluating demonstration projects; and coordinates major prevention research (family support, mental health promotion).

**POLICY SERVICES AND PROGRAM
EVALUATION BRANCH**

COMSOC 34

Hepburn Block, 3rd Flr.
Queen's Park, Toronto M7A 1E9
416-965-0108

The **Policy Services Section** (965-3203) responds to administrative, program or political issues by providing professional and/or technical advice to ministry officials, field and head office staff. The section also fulfills a liaison function, especially in complex policy and program development matters, with other ministries, other levels of government and constituency groups. Policy Services also develops, refines and clarifies short-term operational policy positions.

The **Research and Program Evaluation Section** (965-9884) is the primary locus for **research** and program evaluation activities in the Ministry. Technical consultation, research and evaluation design, funding and project management services are available to both the Policy and Operations Division. In addition, program evaluation consultation is available to ministry field offices and facilities.

The **Applied Technology Unit** (965-3204) is responsible for facilitating the development and application of technology in the delivery of social services. This is accomplished through demonstration projects, newsletters, seminars and technical advice.

The **Policy Coordination Unit** (965-4523) provides a support function to the Minister, Deputy Minister, senior management and the Policy Division as liaison with Cabinet

Committee and Cabinet Offices and other ministries. The unit is responsible for the development of briefing material for the Minister and Deputy Minister prior to weekly Cabinet and Cabinet Committee meetings. In addition, the unit functions as a central registry of information on the status of policy issues.

The Provincial Coordinator, **Vocational Rehabilitation** (965-6299) is designated as the provincial authority for administration of the Vocational Rehabilitation of Disabled Persons Agreement with the federal government. Key responsibilities include ensuring that the Province receives appropriate cost sharing revenue and providing advice and information to ministry officials, other ministries and outside organizations on matters relating to vocational rehabilitation.

CORPORATE POLICY BRANCH

COMSOC 35

Hepburn Block, 4th Flr.
80 Grosvenor St.
Toronto M7A 1E9
416-965-2376

The Corporate Policy Branch is comprised of three units: Standards Development, Funding Policy and Corporate Planning. The Standards Development Unit is responsible for setting and maintaining standards which relate to all program areas, as well as monitoring those standards to ensure compliance and implementation within the Ministry's budget. The Funding Policy Unit is responsible for ensuring the development of policy alternatives for funded agencies, municipalities and other funded programs. The general objectives of funding policy is to enhance accountability, apply sound planning management principles and the maintenance and improvement of standards of service. The task of the Corporate Planning Unit is to design and facilitate the implementation of a planning process that will develop five year long-range plans for each of the Ministry's major client groups: children, the elderly, the physically and developmentally handicapped and income maintenance and family support.

INTERGOVERNMENTAL POLICY UNIT

COMSOC 36

Hepburn Block, 6th Flr.
80 Grosvenor St.
Toronto M7A 1E9
416-965-4914

The Intergovernmental Policy Unit is responsible for developing policies and responding to inter-governmental issues and processes in relation to the Federal Government, other provincial governments and municipal governments. Included are preparing responses to resolutions, cost-sharing issues and the exchanging of information.

FINANCE AND ADMINISTRATION DIVISION

FINANCE AND ADMINISTRATION DIVISION

COMSOC 3

Hepburn Block, 6th Flr.
Queen's Park, Toronto M7A 1E9
416-965-9137

Headed by an Assistant Deputy Minister, this division provides corporate financial, personnel, audit, information systems and administrative support to the senior management group.

AFFIRMATIVE ACTION PROGRAM

COMSOC 38

Hepburn Block, 7th Flr.

Queen's Park, Toronto M7A 1E9

416-963-1976/7

The Affirmative Action Program Manager develops and coordinates the Affirmative Action Program within this Ministry to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

HUMAN RESOURCES BRANCH

COMSOC 39

Hepburn Block, 5th Flr.

Queen's Park, Toronto M7A 1E9

416-965-7991

Human Resources Branch works mainly in an advisory capacity with line managers in the regional offices who have primary responsibility for personnel matters within their regions. The branch is responsible for the establishment of ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all ministry employees, staff recruitment, manpower planning, training and development, management development, performance appraisal, employee counselling, the investigation of employee grievances and all matters affecting working conditions and performance. Human Resources Branch coordinates the Ministry's **youth employment** program and provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet and the Ontario Public Service Employees Union (OPSEU). The branch is assisted by the Capital and Administrative Services Branch which maintains a Records Registry of personnel, payroll and employee benefits records.

MANAGEMENT INFORMATION AND SYSTEMS

COMSOC 40

BRANCH

380 Bay St., 6th Flr.

Toronto M7A 1E9

416-965-3613

The branch provides overall systems management and information support to the Ministry. It is responsible for systems development and maintenance functions, and the functions of Management Information Support Unit formerly under Children's Services Division, Adults Division and Policy Division. The branch also provides common data and reporting processes and major systems planning for the Ministry.

OPERATIONAL EVALUATION AND AUDIT

COMSOC 41

BRANCH

100 Bay St., 10th Flr.

Toronto M5G 1Z6

416-965-5214

Operational Evaluation and Audit Branch examines ministry funded programs and services, both transfer payment and directly operated, to ensure that financial and management control mechanisms are adequate and that ministry and government directions are followed.

The branch determines whether funds and public property are being adequately safeguarded and provides management with relevant information. It ascertains whether legislative, central agency, and ministry directions are followed and ensures due regard for

economy and efficiency of operations. In addition, the branch also examines the appropriateness of evaluation procedures.

FINANCE

FINANCE

COMSOC 4

Hepburn Block, 5th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1E9
416-965-1181

Reporting to the Assistant Deputy Minister, Finance and Administration, the Executive Director of Finance is responsible for the financial administration, financial planning and analysis for the Ministry.

ACCOUNTS BRANCH

COMSOC 4

Hepburn Block, 5th Flr.
Queen's Park, Toronto M7A 1E9
416-965-2371

Accounts Branch is responsible for general accounting functions including payroll and expense account services, accounts payable and financial liaison with Management Board of Cabinet, the Provincial Auditor and other government ministries and agencies.

CAPITAL AND ADMINISTRATIVE SERVICES BRANCH

COMSOC 4

Hepburn Block, 7th Flr.
Queen's Park, Toronto M7A 1E9
416-965-5006

The branch provides technical expertise and consultative services to municipalities, Indian Band Councils and non-profit or charitable organizations that want to establish facilities for **rehabilitation**, residential, and **community and social services** under various Acts administered by the Ministry. Financial Section (965-9160) controls, processes and records **federal-provincial** transfer payments to municipalities, Indian Band Councils and charitable organizations for the establishment and renovation of facilities and maintains **statistics** on these facilities. The branch is responsible for the Ministry's fire safety program.

The branch operates the Ministry **library** (965-2300) which in turn operates the Ministry **reading room**. The reading room provides public access to all Ministry publications, statutes and regulations, and most of its manuals and internal procedures.

The branch also maintains the Personnel Records Registry (965-0414) and supplies the Ministry with administrative services. These include purchasing of goods and service, supply management, printing and duplicating, mail and transportation services, form and records management and assets management. It provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies.

FEDERAL/PROVINCIAL COST SHARING AND
FINANCIAL ADVISORY SERVICES SECTION

COMSOC 45

880 Bay St., 7th Flr.
Toronto M7A 1E9
16-965-2291

This unit acts as a corporate support group for financial and administrative management. It develops and monitors financial and administrative policies and standards, coordinates manuals development and maintenance and develops and maintains the financial manpower management system. It works to improve the financial skills of non-financial staff through training seminars and provides resource staff for project teams, emergencies and new developments. The section also provides advice to officials of the Ministry of Community and Social Services, other ministries and heads of social service agencies, etc., on these federal provincial agreements: Canada Assistance Plan, Vocational Rehabilitation of Disabled Persons, Established Programs Financing and Agreement Respecting Young Offenders. The section is available to conduct special investigations into the agency network.

FINANCIAL PLANNING AND CORPORATE
ANALYSIS BRANCH

COMSOC 46

Leppburn Block, 4th Flr.
Queen's Park, Toronto M7A 1E9
16-965-5104

Financial Planning and Corporate Analysis Branch analyses and evaluates ministry programs, coordinates estimates preparation, multi-year financial planning and the Management by Results program for the Ministry.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM). For information on agencies not listed, contact this Ministry's information or communications branch.

SOCIAL ASSISTANCE REVIEW BOARD

COMSOC 47

Macdonald Block, Room M1-56
Queen's Park, Toronto M7A 1E9
16-965-4787

The Social Assistance Review Board holds hearings of appeals throughout the province requested by individuals regarding decisions on **General Welfare Assistance**, **Vocational Rehabilitation Services**, **Family Benefits** (financial allowances for single mothers, the blind and disabled, permanently unemployable fathers, foster children, severely handicapped children), **Guaranteed Annual Income System GAINS-D** (income supplement for the blind and disabled), and co-payment (exemption from payment for chronic care services provided under the **Health Insurance Act**).

CUSTODY REVIEW BOARD

COMSOC 4

700 Bay St.
 Toronto M7A 1E9
 416-965-1871

The Board operates jointly with the Ministry of Correctional Services. Young persons while in a custody facility, may apply to the Custody Review Board for reviews of Provincial Directors' decisions regarding their placement. As part of their review, the Board may hold a hearing. Recommendations are made in writing to the Provincial Director who makes the final decision. The duties of the **Training Schools Advisory Board** are assumed by the Custody Review Board so that the progress of the remaining training school wards may continue to be reviewed.

CHILDREN'S SERVICES REVIEW BOARD

COMSOC 4

700 Bay St.
 Toronto M7A 1E9
 416-965-0544

The Children's Services Review Board is continued under the legislative authority of the **Child and Family Services Act, 1984**. The Board provides an appeal mechanism from specific decisions regarding licences made by the Director under the **Child and Family Services Act, 1984** and the **Day Nurseries Act** and recommendations about residential placements made by Residential Placement Advisory Committees. In addition, in certain specified situations, the Board is mandated to review a service provider's refusal to provide access to **records**, refusal to correct a record and allegations of unauthorized disclosure of a record. The Board is established as an independent body and its decisions are not subject to review by the Minister or an official of the Ministry.

ACTS**ACTS**

COMSOC 1

The following is a list of Acts administered by the Ministry of Community and Social Services. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Charitable Institutions Act
 Child and Family Services Act, 1984
 Child Welfare Municipal Payments Continuance Act, 1976
 Day Nurseries Act
 Developmental Services Act
 District Welfare Administration Boards Act
 Elderly Persons Centres Act
 Family Benefits Act
 General Welfare Assistance Act
 Homemakers and Nurses Services Act
 Homes for Retarded Persons Act
 Homes for the Aged and Rest Homes Act
 Indian Welfare Services Act
 Jewish Family and Child Services of Metropolitan Toronto Act
 Ministry of Community and Social Services Act
 Soldiers' Aid Commission Act

Vocational Rehabilitation Services Act
Young Offenders Implementation Act, 1984

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

555 Yonge St.

Toronto M7A 2H6

The Ministry of Consumer and Commercial Relations was originally called the Department of Financial and Commercial Affairs when first established November 24, 1966, by the act of the same name. It consisted of three divisions, Consumer Protection, Superintendent of Insurance, and the Ontario Securities Commission and was responsible for 13 acts previously assigned to the Attorney General and Ministry of Justice. In 1972, the Department was renamed the Ministry of Consumer and Commercial Relations and underwent extensive reorganization. Today, the Ministry consists of five divisions as well as numerous boards, commissions and branches, and is responsible for 74 different acts.

The Ministry's programs affect business and the consumer. These include licensing registration and inspection of business establishments to promote a high level of ethical business conduct; licensing and inspection of technical and operational situations to ensure safety and registration of documents related to all aspects of real and personal property ownership. The Ministry ensures a reasonable standard of decency in films shown in Ontario and controls the use and availability of beverage alcohol.

DEPUTY MINISTER'S OFFICE

LEGAL SERVICES

555 Yonge St., 9th Flr.

Toronto M7A 2H6

416-963-0338

CCR

Legal Services counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulation and other legal documents. It supplies the Ministry with general legal services such as preparing legislation, the settlement of claims, acting at court hearings, administrative tribunals, etc.. Legal Services is responsible to the Attorney General's Office.

POLICY AND PLANNING BRANCH

555 Yonge St., 9th Flr.

Toronto M7A 2H6

416-963-0309

CCR

The Policy and Planning Branch provides an advisory support function to the Minister, Deputy Minister, the Ministry Policy Committee and senior management in the areas of policy development, strategic directions, **research**, policy analysis and French language services. The Branch has program delivery responsibilities for administering the Ministry food price monitoring program and publication of the quarterly report.

FRENCH LANGUAGE SERVICES

555 Yonge St., 9th Flr.

Toronto M7A 2H6

416-963-0346

CCR

The French Language Services Coordinator coordinates and monitors the implementation of the government's policy on **French language services** (provision of such services to the French-speaking public of this province) within this Ministry.

SERVICES EN FRANÇAIS

Le coordonnateur des services en français de ce Ministère est responsable de la mise en œuvre et du contrôle de la politique du gouvernement en matière de services en langue française (services aux francophones de cette province).

SUPPORT SERVICES DIVISION

SUPPORT SERVICES DIVISION

CCR 4

100 Wellesley St. E., 6th Flr.

Toronto M7A 2J8

16-963-2559

The division coordinates the functions of the five branches under its umbrella to provide support services to the ministry. It also functions as a liaison between the Ministry and its agencies.

COMMUNICATIONS SERVICES BRANCH

CCR 5

55 Yonge St.

Toronto M7A 2H6

In Toronto, call:

News and Information Section, 963-0339

Consumer Information Centre, 963-1111

TTY (Visual Ear), 963-0808

Outside Toronto, call 1-800-268-1142

Area Code 807, call collect 416-963-1111

The branch establishes communications policy for the Ministry, advises its branches on communications problems and provides communications support to the Minister and the Deputy Minister. It comprises the News and Information Section and the Consumer Information Centre.

The News and Information Section informs the public, client groups and the media about the Ministry's activities and develops all communications programs for the Ministry. In addition to media liaison and answering public inquiries, the section produces and distributes publications, audio-visual materials, and news releases.

The **Consumer Information Centre** accepts calls from Ontario consumers. **Deaf** or hearing handicapped and speech handicapped persons who have the Visual Ear or teletype (TTY) network service can call the above number. The Centre provides a bilingual **consumer** information service for the general public. The Centre's **library** (963-0200) provides consumer and **business** resource materials, previewing of materials by mail for consumer educators, and offers consumer education services and materials to professionals working with consumers in the field. The Ministry **reading room**, attached to the **library**, allows public access to all Ministry publications, statutes and most manuals and internal procedures used by the Ministry.

FINANCE AND ADMINISTRATIVE SERVICES
BRANCH

CCR 6

FINANCE SECTION

10 Wellesley St. E., 4th Flr.

Toronto M7A 2J3

416-963-0261

The Finance Section provides all programs of the Ministry with planning, management and accounting services such as payroll reconciliation, accounts payable, financial reporting, estimates submission, budget variance analysis and M.B.R. (Management by Results) reporting. It processes all revenue received by the Ministry and develops Ministry policies and procedures for financial forecasting, control and management performance reporting systems. The section also provides Ministry liaison with central agencies such as Management Board of Cabinet, Ministry of Treasury and Economics and the Ministry of Government Services' Computer and Telecommunication Services Division.

FINANCE AND ADMINISTRATIVE SERVICES
BRANCH

CCR 7

ADMINISTRATIVE SERVICES SECTION

10 Wellesley St. E., 6th Flr.

Toronto M7A 2H8

416-963-0396

The Administrative Services Section provides the Ministry with the purchasing of goods and services, supply management, printing, duplicating, mail and transportation services records and forms management, assets management, and the maintenance of policy and procedures manuals (e.g., Manual of Administration). It provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. The section also coordinates the occupational health and safety issues in the Ministry.

INTERNAL AUDIT BRANCH

CCR 8

10 Wellesley St. E., 6th Flr.

Toronto M7A 2H8

416-963-0435

The Internal Audit Branch assists all levels of ministry management in achieving ministry program objectives by: providing assurance that control processes are satisfactory; furnishing them with timely recommendations for improving the economy and efficiency of the operational and E.D.P. (electronic data processing) activities and assessing the adequacy of established criteria to measure program effectiveness. It assists in safeguarding the physical, human and informational assets of the Ministry by evaluating the adequacy of financial, operational and management controls. The branch ascertains the extent of compliance with established Ministry and Government policies and guidelines.

PERSONNEL SERVICES BRANCH

CCR 9

10 Wellesley St. E., 7th Flr.

Toronto M4Y 1G2

416-963-0281

Personnel Services Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. The branch is responsible for: the establishment of Ministry personnel policies and procedures; providing

on of staff training and development services; coordination of management development manpower planning; research into personnel related issues and programs; coordination of the Affirmative Action Program (described separately); the establishment of appropriate classification and compensation levels for all Ministry employees; staff recruitment; employee counselling; the investigation of employee grievances and dealing with all matters affecting working conditions and performance. Personnel Services Branch maintains the Ministry's personnel, payroll, attendance and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

AFFIRMATIVE ACTION PROGRAM

CCR 10

Wellesley St. E., 7th Flr.

Toronto M7A 2J6

6-963-0541

The Manager, **Affirmative Action Program**, plans, develops and coordinates the Affirmative Action Program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

SYSTEMS SERVICES BRANCH

CCR 11

Wellesley St. E., 2nd Flr.

Toronto M7A 2H6

6-963-0533

The Systems Services Branch provides support and professional advice to Ministry management on all facets of information systems technology, including strategic planning, tactical planning, design of Ministry architectures for equipment and software, feasibility analysis, systems design, systems implementation and systems maintenance. It is responsible for end-user computing, microcomputer support and training, business, graphics, decision support systems and hands-on-training for users. The branch provides Ministry liaison with central agencies such as Management Board of Cabinet and the Ministry of Government Services' Computer and Telecommunication Services Division as well as external bodies and private sector suppliers. For government systems development policy, the Management Board of Cabinet Secretariat, Information Technology Division, 3C4.

BUSINESS PRACTICES DIVISION

BAILIFFS, COLLECTION AGENCIES, MORTGAGE BROKERS,

CCR 12

CONSUMER REPORTING AGENCIES,

PAPERBACK AND PERIODICAL DISTRIBUTORS

Yonge St., 5th Flr.

Toronto M7A 2H6

6-963-0366

This office administers the Bailiffs, Collection Agencies, Mortgage Brokers, Consumer Reporting, Paperback and Periodical Distributors Acts. The Registrar of these Acts ensures the protection of Ontario consumers through control and supervision of **bailiffs, collection agencies, consumer reporting agencies (credit and personal information investigation), mortgage brokers and distributors of paperback books and periodicals**. While

this office administers appointments under the **Bailiffs Act**, and **Paperback and Periodical Distributors Act**, it is the Ministry's Central Registration Section which accepts the applications of businesses under the other Acts (Central File: 963- 0444). Consumer complaints relating to all these Acts are handled by the Consumer Services Bureau (see list under this Ministry's Consumer Advisory Services Branch entry, CCR 13).

CONSUMER ADVISORY SERVICES BRANCH

CCR 13

555 Yonge St., 8th Flr.

Toronto M7A 2H6

416-963-0331

Consumer Services Bureau 416-963-0321

The Consumer Advisory Services Branch represents the Ministry throughout the Province by administering eleven Acts dealing with **consumer** protection laws. It has officers who can speak to consumer and business groups on consumer protection matters.

The **Central Registration Section** (963-0444) provides actual **registration** functions and maintains a central file of registered **businesses** or persons under the following Acts: **Consumer Protection** (registration and **bonding** of itinerant sellers), **Consumer Reporting** (credit reporting and personal investigation agencies), **Collection Agencies**, **Motor Vehicle Dealers**, **Real Estate and Business Brokers**, **Mortgage Brokers**, **Travel Industry**, **Paperback and Periodical Distributors** (wholesalers of paperback books and periodicals).

The section also answers inquiries as to whether a **business** is registered under these Acts. For central file of registrants, new applications, renewals and revisions, call 963-0446.

The branch operates **Consumer Services Bureaux** across Ontario to answer **consumer** inquiries and attempt to mediate complaints arising from the purchase of goods or services (e.g., **consumer** rights regarding **contracts**), borrowing money, and deceptive or unfair business practices. Eight bureaux handle complaints under these Acts: **Bailiffs** (private bailiffs); **Business Practices** (which specifies some practices considered to be deceptive, unfair or unconscionable, and provides the consumer with redress procedure); **Collection Agencies**; **Consumer Protection** (e.g., finance charges on **credit** purchases and **loans**); **Consumer Reporting** (credit reporting and personal investigation agencies); **Discriminatory Business Practices Act** (e.g., **discrimination** in the business community on the basis of race, creed, colour, nationality, ancestry, place of origin, sex or geographic location by persons who engage in business); **Mortgage Brokers**; **Motor Vehicle Dealers** (e.g., relating to the purchase of **used cars**); **Paperback and Periodical Distributors** (wholesalers of paperback **books** and **periodicals**); **Real Estate and Business Brokers**; **Travel Industry** (travel agents and wholesalers). The bureaux across the Province are as follows:

119 King St. W., 5th Flr.

P. O. Box 2112

Hamilton L8N 3Z9

416-521-7554

10 Rideau St., 2nd Flr

Ottawa K1N 8X5

613-566-3878

139 George St. N.

Peterborough K9J 3G6

705-743-8728

80 Dundas St.

Box 5600, Terminal 'A'

London N6A 2P3

519-679-7150

99 Larch St., 5th Flr.
udbury P3E 5P9
 05-675-4378

555 Yonge St., 8th Flr.
Toronto M7A 2H6
 416-963-0321

35 James St. S.
 . O. Box 5000
Thunder Bay P7C 5G6
 07-475-1641

250 Windsor Ave., 6th Flr.
Windsor N9A 6V9
 519-254-6413

INVESTIGATION AND ENFORCEMENT BRANCH

CCR 14

55 Yonge St., 5th Flr.
 Toronto M7A 2H6
 416-963-0302

The Investigation and Enforcement Branch performs a support role to the administrators of the various **registration** acts administered by the Business Practices Division (**Consumer Protection Act, Consumer Reporting Act, Collection Agencies Act, Motor Vehicle Dealers Act, Real Estate and Business Brokers Act, Mortgage Brokers Act, Travel Industry Act, Paperback and Periodical Distributors Act**) and conducts inspections and investigations under them. The branch also conducts investigations under the **Business Practices Act**, a non-registration statute. Complaints from the public are normally answered by the Consumer Services Bureaux (listed under this Ministry's Consumer Advisory Services Branch entry, CCR 13).

MOTOR VEHICLE DEALERS ACT

CCR 15

55 Yonge St., 5th Flr.
 Toronto M7A 2H6
 416-963-0411

The Registrar's office administers the **Motor Vehicle Dealers Act** for the control and supervision of dealers and salespersons of new and used **motor vehicles**. The Ministry's Central Registration Section performs the **registration** function for dealers and salespersons and maintains a central file. (For registrants, new applications, renewals and revisions, call 963-0444.) Complaints concerning the purchase and sale of motor vehicles are handled by the Consumer Services Bureaux (listed under this Ministry's Consumer Advisory Services Branch entry, CCR 13).

PETROLEUM FRANCHISING GUIDELINES

CCR 16

55 Yonge St., 5th Flr.
 Toronto M7A 2H6
 416-963-0356

Petroleum Franchising Guidelines are administered by the Executive Director's Office, Business Practices Division. The guidelines serve as a voluntary agreement between the Ministry and the major oil companies concerning leasing arrangements of **gasoline** service stations. Guidelines relate to station operators only, not consumers.

REAL ESTATE AND BUSINESS BROKERS

CCR 17

55 Yonge St., 5th Flr.
 Toronto M7A 2H6
 416-963-0406

The **Real Estate and Business Brokers Act** ensures protection of Ontario consumers

through **registration of real estate and business brokers** and salespersons. The Ministry's Central Registration Section performs the registration function and maintains a central file (registrants, new applications, renewals and revisions, call 963-0444). Before foreign land can be sold in Ontario, sellers must provide prospective buyers with an accurate description of the **real property** and terms of sale. The description is checked for accuracy by inspectors. Complaints regarding real estate and business brokers are handled by the Consumer Services Bureaux (listed under this Ministry's Consumer Advisory Services Branch entry, CCR 13).

The **Condominium Act** governs condominium ownership and is particularly responsive to consumer needs. It is a self-administering Act and problems that cannot be resolved through persuasion must be resolved by the courts. The administrator of the Condominium Act may answer queries regarding the Act but may not act as a lawyer, judge or prosecutor. Inquiries should be directed to 963-0302.

TRAVEL INDUSTRY ACT

555 Yonge St., 5th Flr.

Toronto M7A 2H6

416-963-0418

CCR 1

The **Travel Industry Act**, to protect the financial interests of Ontario travellers, and to ensure ethical conduct and good **travel** service, requires the **registration** of travel agents and wholesalers. The Ministry's Central Registration Section performs the registration function and maintains a central file (registrants, new applications, renewals and revisions, call 963-0444). Consumer complaints are handled by the Consumer Services Bureaux (see this Ministry's Consumer Advisory Services Branch entry, CCR 13, for list).

FINANCIAL INSTITUTIONS DIVISION

FINANCIAL INSTITUTIONS DIVISION

555 Yonge St., 6th Flr.

Toronto M7A 2H6

416-963-0471

CCR 1

The Financial Institutions Division consists of two main areas of responsibility. Each area is headed by a Superintendent of Insurance and a Superintendent of Deposit Institution.

The Superintendent of Insurance is responsible for issuing **licences** and regulating **insurance** companies, **investment** contract companies, prepaid **hospital and medical** associations, **mutual benefit** and **fraternal societies**. Inquiries are answered on insurance plans and premiums. Policyholders are also given advice regarding claims disputes and complaints against insurance companies (963-0471). The Superintendent issues **licences** to **insurance** agents, adjusters and investment contract salespersons and investigates related **consumer complaints** (963-0481).

The Superintendent of Deposit Institutions is responsible for issuing **licences** and regulating **loan** companies and **trust companies** (963-3532) and for answering inquiries on deposits and mortgages with loan and trust companies (963-3532). Deposits in loan companies and trust companies are insured with the **Canada Deposit Insurance Corporation** (963-3532).

CEMETERIES BRANCH

CCR 20

101 Bloor St. W., 6th Flr.
 Toronto M5S 2Z5
 416-963-0511

Under the Superintendent of Insurance, the Cemeteries Branch administers the **Cemeteries Act** which regulates the operation of all **cemeteries, crematoria, mausolea, columbaria** and **burial grounds**. The branch also answers inquiries and investigates **consumer** complaints about cemeteries and **burials** and advises cemetery owners. No special legislation exists for monument dealers. Contact Queen's Park or regional offices listed below.

119 King St. W.
Hamilton L8N 3Z9
 416-521-7557
 (Brant, Haldimand-Norfolk,
 Hamilton-Wentworth, Niagara,
 Oxford, York, Metropolitan
 Toronto)

10 Rideau St., 2nd. Flr.
Ottawa K1N 9J1
 613-566-3878
 (Lanark, Leeds and Grenville,
 Nipissing, Ottawa-Carleton,
 Prescott and Russell, Renfrew,
 Stormont, Dundas and Glengarry,
 Sudbury District, Regional
 Municipality of Sudbury,
 Manitoulin)

275 Ontario St., Ste. 100
Kingston K7K 2X5
 613-547-3421
 (Frontenac, Haliburton,
 Hastings, Lennox and Addington,
 Northumberland, Peterborough,
 Prince Edward, Victoria, Parry
 Sound, Durham, Muskoka)

101 Bloor St. W., 6th Flr.
Toronto M5S 2Z5
 416-963-0511
 (Bruce, Dufferin, Grey, Halton,
 Peel, Waterloo, Wellington,
 Simcoe)

80 Dundas St.
 P. O. Box 5600
 Postal Terminal 'A'
London N6A 2P3
 519-679-7150
 (Elgin, Essex, Huron, Kent,
 Lambton, Middlesex, Perth,
 Thunder Bay, Cochrane,
 Kenora, Rainy River, Algoma,
 Timiskaming)

CREDIT UNIONS AND COOPERATIVES

CCR 21

SERVICES BRANCH

555 Yonge St., 8th Flr.
 Toronto M7A 2H6
 416-963-0515

Under the Superintendent of Deposit Institutions, the Credit Unions and Cooperatives Services Branch administers the provisions of two Acts: the **Credit Unions and Caisses Populaires Act**, and the **Cooperative Corporations Act**.

The branch also enforces compliance with the Credit Unions and Caisses Populaires Act and the sound business and financial practice necessary for the protection of members'

credit unions and their deposits. It establishes standards for reserves, retained earnings, assets-liabilities matching and levels of liquidity. In addition, it recommends the **incorporation** and dissolution of **credit unions** and **cooperatives**. Deposits in credit unions and caisses populaires are insured with the **Ontario Share and Deposit Insurance Corporation (OSDIC)** (416-441-2771).

MOTOR VEHICLE ACCIDENT CLAIMS FUND
101 Bloor St. W., 8th Flr.
Toronto M5S 2Z5
416-963-0501

CCR 22

The Motor Vehicle Accident Claims Fund (MVAC), (formerly called the **Unsatisfied Judgment Fund**), administers the **Motor Vehicle Accident Claims Act** which provides **compensation** to victims of automobile accidents (i.e., pedestrians who are injured by uninsured or stolen vehicles or hit-and-run **drivers** and who are not covered by their own or any other automobile insurance policy, and passengers in an uninsured vehicle who similarly are not covered by any other automobile insurance). In the case of damage to property not otherwise insured against vehicle impact (e.g., hydro and telephone poles, self insured municipal property) both the owner and driver of the uninsured vehicle must be identified. A deductible of \$100 applies to all property damage claims.

Effective March 1, 1980, the **Compulsory Automobile Insurance Act** requires that every automobile operated in Ontario be insured and that all automobile policies provide Uninsured Motorist coverage. Persons covered under the policy must apply to their own automobile insurance company for compensation for injuries caused by uninsured or stolen vehicles or hit-and-run drivers.

TECHNICAL STANDARDS DIVISION

TECHNICAL STANDARDS DIVISION
3300 Bloor St. W., 4th Flr.
Toronto M8X 2X4
416-239-2714

CCR 23

The Technical Standards Division is responsible for setting design **standards** for equipment and machinery which may affect public **safety**, and for carrying out inspections to ensure that safety standards are met. Programs of this division are described below. The Technical Standards **library** (239-8695) operates a **Ministry reading room** which provides access to some of the Ministry's publications, statutes, regulations, manuals and internal procedures.

ELEVATING DEVICES BRANCH
Shipp Centre - West Tower
3300 Bloor St. W., 3rd Flr.
Etobicoke M8X 2X4
416-239-7361

CCR 24

The Elevating Devices Branch administers the **Elevating Devices Act** (which includes **elevators**, **escalators**, **dumbwaiters**, **moving walks**, **platform lifts**, **ski lifts**, lifts for the **disabled** and **construction hoists**) and requires **licences** for all devices covered. The Act also provides that the operation of a non-conforming or unsafe device be suspended. All elevating devices in the province are inspected before initial licensing to ensure compliance with adopted **safety** standards. **Contractors** installing, maintaining and repairing ele-

vating devices must be **registered** with, and their actions monitored by the branch. The branch initiates and issues safety rulings, maintains a data bank of technical and statistical information, and participates in the development of safety codes through the **Canadian Standards Association** and international standards-making organizations. Field inspection operations are managed from the main Toronto office. Inspectors are located at head office and various district field offices throughout the province, as listed below. The engineering and field management staff combine expertise to investigate **accidents**, incidents and **consumer complaints** and undertake complex technical investigations and resolve problems.

Toronto (Head Office)

416-239-7361

Ottawa

613-566-3806

Hamilton

416-521-7558

Sudbury

705-675-4381

Kingston

613-389-7443

Thunder Bay

807-475-1641

Kitchener

519-749-1613

Windsor

519-254-3739

London

519-679-7150

FUELS SAFETY BRANCH

3300 Bloor St. W., 4th Flr.

Toronto M8X 2X4

416-239-2948

CCR 25

The Fuels Safety Branch, which administers the **Ontario Energy Act** and the **Gasoline Handling Act**, strives to prevent loss of life, bodily injury and property damage by controlling safety hazards which can arise from the transmission, distribution and utilization of **fuels** such as **natural gas**, **oil** and **propane**, and the transport, storage and handling of gasoline. The branch issues **licences** to **gasoline** service stations, **propane** facilities and companies which distribute natural gas and oil; **registers contracting** companies which do work covered under the Energy Act or the Gasoline Handling Act; issues **certificates** to **natural gas** and **propane** fitters and handlers and oil burner mechanics and audits all of these operations on a spot-check basis.

Toronto
416-239-2948

London
519-679-7150

Hamilton
416-521-7559

Thunder Bay
807-475-1641

Kingston
613-389-2830

PRESSURE VESSELS SAFETY BRANCH

CCR 26

3300 Bloor St. W., 3rd Flr.
Toronto M8X 2X4
416-239-7796

The branch strives to minimize the loss of life and property arising from the operation of **boilers** and **pressure vessels**. Under the **Boilers and Pressure Vessels Act** and the **Operating Engineers Act**, the branch ensures safety by reviewing boiler and pressure vessel designs and **welding** procedures, doing inspections during fabrication and installation, and periodically thereafter if the vessel is uninsured. It inspects major repairs to all boilers and pressure vessels; qualifies and issues **licences** to welders; registers and classifies **steam**, **refrigeration** and **compression** plants; issues **licences** to their operators and operating engineers and investigates related **accidents**. For the purpose of administering the inspection and welder testing segments of the program, the province is divided into four regions. Each region is controlled by a regional manager, with a staff of field inspectors.

119 King St. W., 5th Flr.
Hamilton L8N 3Z9
416-521-7560
(Southwest Ontario)

3300 Bloor St. W.
Toronto M8X 2X4
416-239-7796
(East Toronto, West Toronto,
East and North Ontario)

30 Duke St. W., 4th Flr.
Kitchener N2H 3W5
519-749-1816
(West Ontario)

UPHOLSTERED AND STUFFED ARTICLES BRANCH

CCR 27

3300 Bloor St. W., 3rd Flr.
Toronto M8X 2X4
416-239-4853

The branch administers the **Upholstered and Stuffed Articles Act** and ensures **safety** by **registering** renovators and manufacturers of **upholstered and stuffed articles** and by inspecting premises of registrants and retailers of these articles. The branch investigates **consumer complaints** about stuffed furniture, mattresses, pillows, clothing materials, toys, etc., and tests filling materials for compliance with the regulations. Field offices listed below carry out the same inspection and complaint investigation functions as the head office and pick up samples of filling materials for submission to the head office for testing. There are two branch field offices:

80 Dundas St., Main Flr.
P. O. Box 5600, Terminal 'A'
London N6A 2P3
519-679-7150
(Western)

Mr. C.C. Buxton
R. R. 3
Picton K0K 2T0
(Eastern)

PUBLIC ENTERTAINMENT STANDARDS PROGRAM

ATHLETIC COMMISSIONER

CCR 28

555 Yonge St., 3rd Flr.
Toronto M7A 2H6
416-963-0844

The Athletic Commissioner administers the **Athletics Control Act** and is responsible for the proper conduct of all professional **sports** in Ontario. The Commissioner maintains liaison with **community centres** and **arenas** and issues **licences** to professional **boxers**, **kickboxers** and **wrestlers** and all officials involved in these sports.

LOTTERIES BRANCH

CCR 29

555 Yonge St., 3rd Flr.
Toronto M7A 2H6
416-963-0272

The Lotteries Branch issues **licences**, supervises and controls all **lottery**, bingo, raffle, and **games of chance** operators in Ontario covered under the **Criminal Code of Canada**. Copies of the regulations are available from the branch on request. The branch does not have jurisdiction over the activities of the Ontario Lottery Corporation (see Ministry of Tourism and Recreation, entry MTR 21).

ONTARIO RACING COMMISSION

CCR 30

10 Wellesley St. E., 3rd Flr.
Toronto M7A 2K1
416-963-0520

The **Ontario Racing Commission (ORC)** is responsible for the administration of the Racing Commission Act which involves the supervision and control of **horse racing** in Ontario. The ORC **licences** all racetrack operators as well as all participants involved in racing; licences may be obtained by contacting the ORC office at any operating Ontario racetrack. The ORC holds **public hearings** on appeals to review rulings issued by Commission judges and Stewards who officiate the races; administers the **Race Tracks Tax Sharing Arrangement**, a program that returns approximately 20 million dollars to the racing industry in the form of purse supplements, breeding incentive programs (the **Ontario Sires stakes**) and equine **research grants**. The ORC provides information regarding the dates on which tracks are operating, licensing requirements and any inquiries dealing with horse racing.

THEATRES BRANCH

CCR 31

1075 Millwood Rd.
Toronto M4G 1X6
416-421-2462

Administering the Theatres Act, the Theatres Branch is responsible for the **safety** and well-being of film **theatre** goers in Ontario, for the approval for public exhibition of all

35mm, 16mm, 8mm and **videotape film** and for the approval of all printed **advertising** related to this exhibition.

To achieve these ends the branch inspects new **theatre construction**; issues **licences** to standard **theatres** in the province and monitors them through regular inspection; tests and licences **projectionists**; licences **film distributors**, **exchange** houses, **video** retailers and **projection equipment** (including **videotape** machines) that are operated for public exhibition.

The branch also administers the **Ontario Film Review Board**. Current criteria for approval and classification of **films** are based on the 1978 Supreme Court of Canada decision in the MacNeil case which placed emphasis on community standards.

Information packages including branch history and Ontario Film Review Board procedures and guidelines are available from this Ministry's Consumer Information Centre, 555 Yonge St., Main Floor, Toronto (963-1111). The monthly screening report on films and the monthly report on eliminations requested in films are on file at the Consumer Information Centre.

REGISTRATION DIVISION

REGISTRATION DIVISION

543 Yonge St., 3rd Flr.
Toronto M7A 2J8
416-963-0430

CCR 32

This Division provides for the registration of interests in real property and personal property and is responsible for the operation of all Land Registry Offices in the province. It administers the Marriage Act and the collection and custody of records under the Vital Statistics Act. Through its Companies Branch, it provides for the incorporation of companies, dissolutions and revivals of companies and registration of partnerships and proprietorships.

COMPANIES BRANCH

EXAMINATION AND NOTICE SECTION

555 Yonge St.
Toronto M7A 2H6

CCR 33

The Examination and Notice Section, Corporation Notices (963-0543) examines bylaws notices of change and special resolution of **corporations** and provides information on corporation reporting and filing requirements. The section cancels **charters** (**letters patent** certificates of **incorporation**) and extra-provincial **licences**. It also deals with default notices regarding notices of change and revival of **corporations**.

The Examination and Notice Section, Names and Articles Control (963-0547) deals with the clearance and reservation of corporate **names** for proposed new **non-profit corporations** and **corporations** applying for an extra-provincial **licence**. It also processes proposed changes of **names** by existing **non-profit corporations** and foreign corporations seeking extra-provincial licences.

The Examination and Notice Section, Examiners (963-0380) examines and processes articles of **incorporation**, articles of amendment, etc., of business **corporations**, applications for incorporation of **non-profit corporations** (e.g., **churches**, **community groups**

etc.) and issues **letters patent (charters)** with respect to them. The section processes applications from foreign corporations for extra-provincial **licences**.

COMPANIES BRANCH

CCR 34

LEGAL SECTION

555 Yonge St., 3rd Flr.

Toronto M7A 2H6

416-963-0373

The Legal Section provides legal advice to the Companies Branch and responds to enquiries concerning interpretation of the statutes administered by the branch.

COMPANIES BRANCH

CCR 35

RECORDS SECTION

555 Yonge St.

Toronto M7A 2H6

416-963-0389 (search by letter, certificates of status)

416-963-0552 (search in person)

416-963-0510 (business and partnership registration)

The Records Section deals with searches of **corporations**, certificates of corporation status (963-0389) and **registration** of corporation **securities** such as corporate **mortgages**, **bonds**, **debentures** (963-0390). It can provide copies of documents (e.g., **articles of incorporation**, annual returns and notices) of corporations in Ontario. It deals with **business registration** of general **partnerships**, limited partnerships and sole **proprietorships** (963-0510) and registers corporations that carry on business in Ontario under **name** or style other than its corporate name. The section also registers dissolution or withdrawal of these businesses and conducts public searches of documents relating to all the above business enterprises.

PERSONAL PROPERTY REGISTRATION BRANCH

CCR 36

Main Administration Offices

543 Yonge St., 4th Flr.

Toronto M7A 2J5

416-963-0451

The branch manages the **Personal Property Security Registration System (PPSR)** and administers the **Personal Property Security Act (PPSA)** and the **Bills of Sale Act**. The PPSR system provides a **registration** function whereby a seller of personal property (e.g., a **motor vehicle**, or a lender of money, can secure the purchase price, or the **loan** (as detailed in a **security agreement**), by the registration of a **financing statement**. Financing statements are available free of charge at any one of the 48 branch offices of the system, see CCR 38. The document creating the security interest is a security agreement, which can be a **chattel mortgage**, **conditional sale contract**, or an **assignment of book debts**. The PPSR System provides an inquiry service so that people can determine, when buying **personal property** or accepting it for security as collateral for a loan, whether there is a **security interest (lien)** on the property, i.e., whether the owner has previously pledged the property as security. A registration can be submitted by mail to the Central Registration Branch or can be submitted in person to any one of the PPSR branch offices listed under this Ministry's Real Property Registration Branch entry, CCR 38.

The branch also publishes several guides (Registration Guide, Debtor Name Enquiry

Guide, Motor Vehicle Enquiry Guide, Deposit Account Guide) for the general public. Mailing addresses for the branch are as follows:

Mailed-in Registrations:

Central Registration Branch
Box 21100, Postal Station 'A'
Toronto M5W 1W6

Mailed-in Inquiries:

Personal Property Registration Branch
Box 4120, Postal Station 'A'
Toronto M5W 1T2

PROPERTY LAW SECTION

CCR 37

543 Yonge St.
Toronto M7A 2J8
416-963-0423

The Property Law Section provides legal support to the Personal Property Registration Branch, the Real Property Registration Branch and the Land Registration Improvement Project (POLARIS). Through the Legal Audit Section, it reviews land registry office procedures and practices. It is responsible for the administration of the **Bills of Sale Act**, the **Boundaries Act**, the **Certification of Titles Act**, the **Condominium Act**, the **Land Registration Reform Act, 1984**, the **Land Titles Act**, the **Personal Property Security Act** and the **Registry Act**.

REAL PROPERTY REGISTRATION BRANCH

CCR 38

543 Yonge St., 2nd Flr.
Toronto M7A 2J8
416-963-0462

The Real Property Registration Branch is responsible for the management and operation of the 65 **Land Registry Offices** throughout Ontario. The offices **register**, store and preserve documents, **deeds**, **mortgages** and plans of **survey registration** relating to the ownership and encumbrance of real property under both the Land Titles system and the Registry system. All registered and deposited records are available to the public (for a fee) to search **title** or obtain information relating to the ownership of **real property**.

The branch monitors the quality of **plans** of survey through its **Survey Standards and Title Examination Office** by both direct pre-registration examination and post-registration audit and review. The office examines applications for first registration **condominium plans**, **Boundaries Act** plans and applications under the Certification of Title Act.

The branch is responsible for the implementation of system improvements referred to as the **POLARIS (Province of Ontario Land Registration and Information System)** project. Long term improvements include the automation of the land records index and property title information and the production of computer generated property **maps**.

Forty-eight of the 65 Land Registry Offices provide registration and enquiry services related to the **Personal Property Security Registration (PPSR)** system. **Liens** against personal property (boats, cars) may be registered or prospective buyers may determine whether personal property is free of encumbrances. Ten of the Land Registry Offices

provide local incorporation services under the Business Corporations Act. The following is a list of the 65 Land Registry Offices indicating the services provided: Registry (REG), **Land Titles (LT)**, Personal Property Security Registration (PPSR), and Company incorporation (CO).

REGISTRY OFFICES:

REG

P. O. Box 668
63 Kenyon St. W.
Alexandria K0C 1A0
613-525-1315
(Glengarry)

REG

125 Brougham St.
P. O. Box 1180
Almonte K0A 1A0
613-256-1577
(Lanark North)

REG

248 George St.
P. O. Box 389
Arthur N0G 1A0
519-848-2300
(Wellington North)

REG, LT, PPSR, CO

Court House
114 Worsley St.
Barrie L4M 1M1
705-728-1221 Ext. 60
(Simcoe)

REG, LT, PPSR

280 Pinnacle St.
P. O. Box 1540
Belleville K8N 5J2
613-968-4597
(Hastings)

REG, LT

108 Liberty St. N.
P. O. Box 178
Bowmanville L1C 3K9
416-623-5386
(Newcastle)

REG, LT, PPSR

15 Dominion St.
P. O. Box 720
Bracebridge P0B 1C0
705-645-4415
(Muskoka)

REG, LT, PPSR

7765 Hurontario St.
P. O. Box 1200
Brampton L6V 2L8
416-457-5350
(Peel)

REG, PPSR

Court House
80 Wellington St.
Brantford N3T 2L9
519-752-8321
(Brant)

REG, PPSR

P. O. Box 633
7 King St. W.
Brockville K6V 5V2
613-345-5751
(Leeds)

REG

150 Main St.
Cambridge N1R 6P9
519-653-5778
(Waterloo South)

REG, PPSR

P. O. Box 310
Echo St.
Cayuga N0A 1E0
416-772-3531
(Haldimand)

REG, PPSR
40 William St. N.
P. O. Box 1134
Chatham N7M 5L8
519-352-5520
(Kent)

REG, PPSR
P. O. Box 668
Highway 2
Cobourg K9A 4R5
416-372-3813
(Northumberland West)

REG, LT, PPSR
Court House
149 4th Ave.
P. O. Box 580
Cochrane P0L 1C0
705-272-5791
(Cochrane)

REG
P. O. Box 339
King St.
Colborne K0K 1S0
416-355-2338
(Northumberland East)

REG, PPSR
P. O. Box 1268
127 Sydney St.
Cornwall K6H 5V3
613-932-4522
(Stormont)

REG
192 Lambton St. E.
P. O. Box 10
Durham N0G 1R0
519-369-2011
(Grey South)

REG, LT, PPSR
353 Church St.
P. O. Box 398
Fort Frances P9A 3M7
807-274-5451
(Rainy River)

REG, LT
178 McKellar St.
P. O. Drawer 9
Glencoe N0L 1M0
519-287-2511
(Middlesex West)

REG, PPSR
38 North St.
P. O. Box 216
Goderich N7A 3Z2
519-524-9562
(Huron)

REG, LT, PPSR
Phipps St.
P. O. Box 265
Gore Bay P0P 1H0
705-282-2442
(Manitoulin)

REG, PPSR
P. O. Box 905
21 Douglas St.
Guelph N1H 6M6
519-822-0251
(Wellington South)

REG, LT, PPSR
375 Main St.
P. O. Box 159
Haileybury P0J 1K0
705-672-3332
(Timiskaming)

REG, LT, PPSR, CO
Ontario Government Bldg.
119 King St. W.
P. O. Box 2112
Hamilton L8N 3Z9
416-521-7561
(Wentworth)

REG, LT, PPSR
220 Main St. S.
P. O. Box 1350
Kenora P9N 3X7
807-468-3138
(Kenora)

REG, PPSR, CO
Court House
Kingston K7L 2N4
613-547-2221
(Frontenac)

REG, PPSR, CO
200 Frederick St., 3rd Flr.
P. O. Box 35
Kitchener N2G 3W9
519-576-1330
(Waterloo North)

REG, PPSR
Provincial Court Bldg.
440 Kent St. W.
Box 430
Lindsay K9V 4S5
705-324-4912
(Victoria)

REG, LT, PPSR, CO
80 Dundas St.
P. O. Box 5600
London N6A 2P3
519-679-7180
(Middlesex East)

REG, LT, PPSR
36 Court St.
P. O. Box 302
L'Orignal K0B 1K0
613-675-4648
(Prescott)

REG, LT, PPSR
491 Steeles Ave. E.
Milton L9T 1Y7
416-878-7287/8
(Halton)

REG
Newcastle St.
P. O. Box 270
Minden K0M 2K0
705-286-1391
(Haliburton)

REG
5th St.
Morrisburg K0C 1X0
613-543-2583
(Dundas)

REG, PPSR
87 Thomas St.
P. O. Box 307
Napanee K7R 3M4
613-354-3751
(Lennox)

REG, LT
50 Eagle St. W.
Newmarket L3Y 6B1
416-895-1561
(York Region)

REG, LT, PPSR
176 Main St. W., 2nd Flr.
North Bay P1B 2T5
705-474-2270
(Nipissing)

REG, PPSR
75 First St.
Orangeville L9W 2E7
519-941-1481
(Dufferin)

LT
Court House
2 Daly Ave.
Ottawa K1N 6E2
613-566-3791
(Ottawa-Carleton)

REG, PPSR, CO
Court House
67 Nicholas St.
Ottawa K1N 7B9
613-566-3756
(Ottawa-Carleton)

REG, PPSR
Court House
595 9th Ave. E.
Owen Sound N4K 3E3
519-376-1637
(Grey North)

REG, LT, PPSR
28 Miller St.
P. O. Box 276
Parry Sound P2A 1T1
705-746-5816
(Parry Sound)

REG, PPSR
400 Pembroke St. E.
P. O. Box 760
Pembroke K8A 6X1
613-732-8331
(Renfrew)

REG, PPSR
10 Sunset Blvd.
P. O. Box 278
Perth K7H 3E4
613-267-1144
(Lanark South)

REG, LT, PPSR, CO
Court House
470 Water St. N.
Peterborough K9H 3M3
705-745-0583 Ext. 44
(Peterborough)

REG, PPSR
1 Pitt St.
P. O. Box 1310
Picton K0K 2T0
613-476-3219
(Prince Edward)

REG, LT
17 Mill St. N.
P. O. Box 122
Port Hope L1A 3W3
416-885-5616
(Port Hope)

REG
499 Centre St.
P. O. Box 1660
Prescott K0E 1T0
613-925-3177
(Grenville)

REG, LT
469 Concession St.
P. O. Box 10
Russell K0A 3B0
613-445-2138
(Russell)

REG, PPSR
Court House
700 N. Christina St.
P. O. Box 3021
Sarnia N7T 7N5
519-337-3265 Ext. 40
(Lambton)

REG, LT, PPSR, CO
P. O. Box 550
420 Queen St. E.
Sault Ste. Marie P6A 5M8
705-253-8887
(Algoma)

REG, LT, PPSR
Court House
P. O. Box 9
Highway 3 West
Simcoe N3Y 4K8
519-426-2216
(Haldimand-Norfolk)

REG, LT, PPSR
59 Church St.
P. O. Box 126
St. Catharines L2R 6R4
416-684-6351
(Niagara North)

REG, PPSR
York St. W.
P. O. Box 902
Stratford N5A 6T1
519-271-3343
(Perth)

REG, LT, PPSR
P. O. Box 4
Wellington St.
St. Thomas N5P 3T5
519-631-3015
(Elgin)

LT
P. O. Box 4
Wellington St.
St. Thomas N5P 3T5
519-631-3015
(Kent (Lake Erie))

REG, PPSR, LT, CO
P. O. Box 1240
199 Larch St., 3rd Flr.
Sudbury P3E 5P9
705-675-4306
(Sudbury)

REG, LT, PPSR, CO
29 Royston Court
Postal Station 'P'
Thunder Bay P7A 4Y7
807-475-1235
(Thunder Bay)

REG
Box 99
595 Bay St., 2nd Flr.
Toronto M5G 2C2
416-965-7553
(Toronto City)

REG
Box 108
595 Bay St., 3rd Flr.
Toronto M5G 2C2
416-965-7588
(Toronto Boroughs)

LT
Box 117
595 Bay St., 4th Flr.
Toronto M5G 2C2
416-965-5269
(Metropolitan Toronto)

PPSR
543 Yonge St., 2nd Flr.
Toronto M7A 2J8
416-963-0460
(Toronto)

REG, LT, PPSR
203 Cayley St.
P. O. Box 1690
Walkerton N0G 2V0
519-881-2251
(Bruce)

REG, LT, PPSR
200 Division St.
P. O. Box 730
Welland L3B 3G1
416-735-4011/13
(Niagara South)

REG, LT, PPSR
400 Centre St. S.
Whitby L1N 4W2
416-668-6811
(Durham)

REG, LT, PPSR, CO
250 Windsor Ave., 3rd Flr.
P. O. Box 1238, Postal Station 'A'
Windsor N9A 6V9
519-254-6363
(Essex)

REG, LT, PPSR
75 Graham St.
P. O. Box 246
Woodstock N4S 7W8
519-537-6286/7
(Oxford)

OFFICE OF THE REGISTRAR GENERAL

CCR 39

Macdonald Block, 2nd Flr.

Queen's Park M7A 1Y5

416-965-1687

Toll-free: 1-800-268-7543

The Office of the Registrar General registers and records Ontario **births, deaths, marriages**, still-births and parentage. It also keeps **adoption, divorce** and **name change records**. **Statistics** relating to births, deaths, marriages, divorce and still-births are compiled annually. Wallet size, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled to them on application and payment of \$5.00 each. Under the **Marriage Act** certificates of **registration** are issued to people authorized to perform marriages in Ontario; contact **Marriage Office**, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's Communications Services Branch (963-0339).

COMMERCIAL REGISTRATION APPEAL
TRIBUNAL

CCR 40

1 St. Clair Ave. W.

Toronto M4V 1K6

416-965-7798

The Tribunal holds public hearings on appeals to review administrative decisions denying, refusing to renew, suspending or revoking **registration** of would-be or now registered individuals and **corporations**; to review government originated cease and desist orders respecting **advertising**, selling and unfair **business** practices by: **real estate** and **business** brokers and salespersons, **mortgage** brokers, **motor vehicle** dealers and salespersons, **bailiffs**, consumer **credit** reporting agencies, **collection** agencies, **itinerant sellers**, manufacturers and renovators of **upholstered and stuffed articles**, distributors of paperback **books** and **periodicals**, **travel** agents and wholesalers; and appeals under the **Discriminatory Business Practices Act**. The Tribunal also hears claimant and Registrar appeals from decisions of the Corporation administering the **Ontario New Home Warranties Plan Act**, appeals of **credit** unions from orders taking over management of the **Ontario Share and Deposit Insurance Corporation**, and claimant appeals from trustees' decisions under the **Travel Industry Act**.

Effective May 18, 1984, the **Liquor Licence Appeal Tribunal** was merged with the Commercial Registration Appeal Tribunal which now holds public hearings on appeals from persons aggrieved by **Liquor Licence Board** decisions to refuse to issue, suspend, attach terms to, or revoke a **licence** or **permit** refuse to renew or approve a transfer of a licence suspend, revoke or refuse to renew a manufacturer's licence; temporarily suspend a licence or permit in the public interest; refuse to register an agent or representative; issue an interdiction order; issue a cease and desist order with respect to an **advertisement** or public notice.

LIQUOR CONTROL BOARD OF ONTARIO

CCR 41

55 Lakeshore Blvd. E.
 Toronto M5E 1A4
 416-963-1227

The Liquor Control Board of Ontario (**LCBO**) oversees the distribution and sale of **liquor** (spirits, alcohol, ale, beer and **wine**) for home consumption and liquor sales to licensed establishments through Liquor Control Board stores and **Brewers' Retail Stores** throughout Ontario. The LCBO also imports special orders of products not normally carried. Special stores called 'Vintages' (formerly called 'Rare Wine' stores) are operated in Toronto (416-963-1224) and in Ottawa (613-733-0041) which stock only high quality products in limited supply. Consultants are available in liquor stores in some metropolitan areas to advise consumers on products. Duty-free stores at the Toronto International Airport sell liquor to foreign-bound passengers. For further information regarding store operations call 416-963-1220 or 416-963-1227.

LIQUOR LICENCE BOARD OF ONTARIO

CCR 42

55 Lakeshore Blvd. E.
 Toronto M5E 1A4
 416-965-4654

The Liquor Licence Board of Ontario (**LLBO**) issues, renews, transfers, suspends and revokes **liquor licences** for on-premise sale and consumption of **alcoholic** beverages, including issuing Special Occasion Permits. The Liquor Licence Board also regulates alcoholic beverage **advertising** and inspects all licensed establishments in Ontario. **Ontario Photo Cards** are available on a voluntary basis to Ontario residents over 19. Application forms may be obtained from liquor stores and **Brewers' Retail** outlets. For information on obtaining a liquor licence, call 965-4691; Ontario Photo Cards, 965-4964; Special Occasion Permits, 965-4675; transfers, 965-3539; advertising, 965-3450; inspections, 965-4666.

ONTARIO NEW HOME WARRANTY PROGRAM

CCR 43

500 Eglinton Ave. E.
 Toronto M4P 1P3
 416-488-6000

The Program administers the Ontario **New Home Warranties Plan Act** which came into effect December 31, 1976. This Act requires the **registration** of all **builders** of new homes including **condominiums** and **mobile homes** placed on permanent foundations for year-round occupancy. The Ontario New Home Warranty Program (**NHWP**), is a self-financing non-profit corporation which provides a warranty that new and previously unoccupied **houses** sold are free from defects in workmanship and material for one year. Purchasers must obtain a certificate under the Warranty Program and should deal directly with the builder during the first year after purchase. The Program covers major structural defects up to a maximum of \$20,000 for an additional four years. Deposit monies paid to builders are also covered up to a maximum of \$20,000. The corporation will handle **consumer complaints** from buyers of new homes but buyers must inform both the builder and the Warranty Program of any problems in writing before the expiration of the first year and before the end of the fifth year for major structural defects. The Program has regional offices in Hamilton, Kitchener, Ottawa, Sudbury and Thunder Bay, listed in the white pages of the local telephone directory under Ontario New Home Warranty Program. Complaints, however, are handled by the main office in Toronto only. Under certain circumstances, builders, vendors, or house owners can request assistance

to resolve disputes through the **Commercial Registration Appeal Tribunal**. The Warranty Program issues a quarterly publication, 'The Link', to all registered builders and vendors.

ONTARIO SECURITIES COMMISSION

CCR 44

20 Queen St. W., Ste. 1800
Toronto M5H 3S8
416-963-0223

The Ontario Securities Commission maintains a list of **reporting issuers** and has a record of and records filings of insider trading, proxy solicitation material, financial statements and take-over bids for the benefit of investors (963-0259). It processes **prospectus** offerings of **securities** and applications for **exemption** as well as applications for transfer or release of securities from escrow (963-0236 - Solicitors, 963-0224 - Accountants). It **registers** and investigates **consumer complaints** about **stockbrokers**, their salespersons and **investment** advisers and commodity futures dealers, their salespersons and advisers. The Commission also investigates **complaints** about actions by companies affecting the value of securities (963-0242) and answers general questions about **commodity** futures trading (963-0255).

The Ontario Securities Commission administers the following legislation: **Commodity Futures Act**; **Deposit Regulations Act**; **Securities Act**; **Toronto Futures Exchange Act, 1983**; **Toronto Stock Exchange Act, 1982**; certain provisions of the **Business Corporations Act, 1982**; and certain provisions of the **Corporations Act**.

PENSION COMMISSION OF ONTARIO

CCR 45

101 Bloor St. W., 9th Flr.
Toronto M5S 1P7
416-963-0522

The Pension Commission of Ontario administers the **Pension Benefits Act**, which requires the **registration** and regulation of all private (i.e., company) **pension** plans covering **employees** in Ontario. The Commission also provides information and advice to the general public, pension plan administrators and to the pension industry regarding Ontario's legislated requirements for private **pension** plans. The Commission is not concerned with any of the federal pension plans nor provincial social service programs.

ACTS

ACTS

CCR 46

The following is a list of Acts administered by the Ministry of Consumer and Commercial Relations. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or Communications Services Branch.

Apportionment Act
Assignments and Preferences Act
Athletics Control Act
Bailiffs Act
Bills of Sale Act
Boilers and Pressure Vessels Act
Boundaries Act
Bread Sales Act

Business Corporations Act, 1982
 Business Practices Act
 Cemeteries Act
 Central Trust Company Act, 1983
 Certification of Titles Act
 Collection Agencies Act
 Commodity Futures Act
 Compulsory Automobile Insurance Act
 Condominium Act
 Consumer Protection Act
 Consumer Protection Bureau Act
 Consumer Reporting Act
 Cooperative Corporations Act
 Corporation Securities Registration Act
 Corporations Act
 Corporations Information Act
 Credit Unions and Caisses Populaires Act
 Crown Trust Company Act, 1983
 Debt Collectors Act
 Deposits Regulation Act
 Discriminatory Business Practices Act
 Elevating Devices Act
 Energy Act
 Extra-Provincial Corporations Act, 1984
 Factors Act
 Gasoline Handling Act
 Guarantee Companies Securities Act
 Insurance Act
 Investment Contracts Act
 Land Registration Reform Act, 1984
 Land Titles Act
 Limited Partnerships Act
 Liquor Control Act
 Liquor Licence Act
 Loan and Trust Corporations Act
 Marine Insurance Act
 Marriage Act
 Ministry of Consumer and Commercial Relations Act
 Mortgage Brokers Act
 Motor Vehicle Accident Claims Act
 Motor Vehicle Dealers Act
 Ontario Credit Union League Limited Act, 1972
 (unconsolidated and unrepealed)
 Ontario Deposit Insurance Corporation Act
 Ontario New Home Warranties Plan Act
 Operating Engineers Act
 Paperback and Periodical Distributors Act
 Partnerships Act
 Partnerships Registration Act
 Pension Benefits Act

Personal Property Security Act
Prearranged Funeral Services Act
Prepaid Hospital and Medical Services Act
Racing Commission Act
Real Estate and Business Brokers Act
Registered Insurance Brokers Act
Registry Act
Residential Complex Sales Representation Act, 1983
Securities Act
Theatres Act
Toronto Futures Exchange Act, 1983
Toronto Stock Exchange Act, 1982
Travel Industry Act
Unclaimed Articles Act
Upholstered and Stuffed Articles Act
Vital Statistics Act
Wine Content Act

MINISTRY OF CORRECTIONAL SERVICES

2001 Eglinton Ave. E.
Scarborough M1L 4P1

The Ministry of Correctional Services was established by the provincial legislature in 1946 as the Department of Reform Institutions, which operated facilities for male and female adult and juvenile offenders, under 18 governing acts and regulations. The Province took over responsibility for all county and city jails in the province in 1968. The name was changed to the Department of Correctional Services in 1968 with the passing of the Department of Correctional Services Act (consolidating all but the Training Schools Act) and was changed again in 1972 to the Ministry of Correctional Services. In 1972 the Ministry took over probation services from the Ministry of the Attorney General, and in 1977 the responsibility for juvenile offenders was transferred to the Ministry of Community and Social Services.

Correctional Services has jurisdiction over adult male and female persons placed on probation, those on remand awaiting trial or sentencing, those being held for immigration hearings or deportation, those awaiting transfer to federal institutions, those sentenced to terms of less than two years and those released on parole.

Under the Young Offender Act, Canada, Ontario also holds responsibility for 16 and 17 year-old offenders, up to their 18th birthday.

The main objectives of the Ministry are to provide custody and community supervision as directed by the courts and as provided for in federal and provincial legislation governing correctional services in Ontario; to provide information which will assist the courts in determining disposition; to create within institutions and community programs a positive climate in order that offenders become motivated towards positive personal and social adjustment; to make available to clients those program opportunities necessary to assist in making positive personal and social adjustment; and to develop and provide programs for the prevention of crime.

The Ministry of Correctional Services administers the Ministry of Correctional Services Act, 1980.

INSPECTION AND INVESTIGATION BRANCH

CORRECTIONS 1

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3327

The branch conducts routine inspections of all **correctional institutions** and **community resource centres** to ensure the proper custody and **safety** of inmates therein. It also carries out investigations into internal matters arising in the community involving the institutions of this Ministry and/or inmates. This branch acts in a consultant capacity for operational and preventive security in the institutions.

FINANCE AND ADMINISTRATIVE SERVICES DIVISION

FINANCE AND ADMINISTRATIVE SERVICES DIVISION

CORRECTIONS 2

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3375

The Finance and Administrative Services Division provides a range of financial and information support services to the ministry in the areas of financial planning, processing, budgeting, recording and control, to optimize the utilization of financial resources.

SUPPLY AND SERVICES BRANCH

CORRECTIONS 3

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3501

Supply and Services Branch coordinates purchasing, inventory control, accommodation leasing and construction, renovations and maintenance in existing Ministry offices, correctional institutions and forestry camps. Facilities Design Planning (750-3511) prepares program requirements and design specifications for new accommodation and renovations to existing facilities and coordinates activities during planning and construction stages. Office Services Section (750-3321) provides mail, messenger, telephone systems and duplicating services, and stationery and printed forms stock for the Ministry.

FINANCE BRANCH

CORRECTIONS 4

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3450

Finance Branch provides financial management, budget control and accounting services to all programs. This includes accounts payable, expense accounts, advance accounts, payroll and revenue. It prepares claims under federal/provincial agreements and provides financial liaison with the provincial auditor and other government ministries and agencies. The branch maintains the ministry financial information systems and ministry financial reporting requirements.

INTERNAL AUDIT BRANCH

CORRECTIONS 5

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3372

The branch is responsible for the Ministry's audit functions which include the review and appraisal of accounting, financial and operational controls within the Ministry and in agencies funded by the Ministry.

COMMUNICATIONS BRANCH

CORRECTIONS 6

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3421

The Communications Branch provides information to the public, directly and via the news media, about the ministry's activities. It establishes communications policy for the

ministry and provides advice, consultation and communication support services to the Minister, the Deputy Minister and other branches. Branch activities include media liaison, answering public inquiries, and producing and distributing publications, news releases, audio-visual materials, exhibitions and photographic displays.

For general information on ministry programs, telephone 416-750-3333.

LEGAL SERVICES BRANCH

CORRECTIONS 7

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3319

Legal Services Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, providing legal opinions, acting at court hearings, etc.. The Legal Services Branch is responsible to the Attorney General's Office.

PLANNING AND POLICY DIVISION

PLANNING AND POLICY DIVISION

CORRECTIONS 8

2001 Eglinton Ave. E., Rm. 245
Scarborough M1L 4P1
416-750-3495

This division is responsible for improving management decision-making through integrated corporate operational and strategic planning; development and review of ministry policy; program review and evaluation; ensuring effective human resources planning and management; providing basic and speciality training and development to ministry staff and community agencies; developing and maintaining computer information systems; facilitating the implementation of the affirmative action program; liaising with central agencies and special interest groups.

The division encompasses the following branches: Policy, Planning and Evaluation; Personnel; Staff Training and Development; Management Information Systems and the Affirmative Action Program.

POLICY, PLANNING AND EVALUATION BRANCH

CORRECTIONS 9

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3350

Policy, Planning and Evaluation Branch is responsible for coordinating corporate policy, strategic planning and briefing materials. It ensures that management processes are in place and provides management planning and analysis. The branch also conducts research, evaluation and statistical analysis in all aspects of the ministry's operations.

PERSONNEL BRANCH

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3335

CORRECTIONS 10

The Personnel Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. These services are provided by personnel administrators located in the ministry's main office and at the regional locations listed below. The branch is responsible for the establishment of Ministry personnel policies and procedures, the administration of appropriate classification and compensation levels for all Ministry employees, the coordination of promotional competitions, manpower planning, employee counselling and labour relations matters. The branch maintains the Ministry's personnel and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, and the Ontario Public Service Employees Union (OPSEU).

The Personnel Branch operates special employment programs, such as summer **youth employment** programs for students. It also provides **French language services** for the Ministry.

Administrator, Personnel Services
Ministry of Correctional Services
2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3335

Regional Personnel Administrator
Metro Region
2 Dunbloor Rd., Ste. 312
Islington M9A 2E4
416-248-3901

Regional Personnel Administrator
Peterborough Region (Eastern)
223 Aylmer St. N., Ste. 02
Peterborough K9J 3K3
705-748-4281

Regional Personnel Administrator
Eastern Region
1055 Princess St., Ste. 404
Kingston K7L 1H3
613-547-3464

Regional Personnel Administrator
Central Region
1315 Bishop St., 2nd Flr.
Cambridge N1R 6Z2
519-623-9090

Regional Personnel Administrator
Northern Region
199 Larch St., 9th Flr.
Sudbury P3E 5P9
705-675-4321

Regional Personnel Administrator
Western Region
80 Dundas St., 1st Flr.
Box 5600, Terminal 'A'
London M6A 3C2
519-679-1760

STAFF TRAINING AND DEVELOPMENT BRANCH

P.O. Box 4
Queen's Park, Toronto M7A 1A2
416-965-9241

CORRECTIONS 1

Staff Training and Development Branch provides training and development program for all ministry staff as well as some training for private correctional agencies under co

tract to the Ministry. These programs include basic training for correctional officers and probation and parole officers, in addition to a wide range of professional development and management training programs. The Branch has produced a variety of training materials and guide books. These are available to training personnel from other ministries.

Field Office

Staff Training Centre

115 McLaughlin Rd. S.

Brampton L6Y 2C8

16-459-8350

MANAGEMENT INFORMATION SYSTEMS BRANCH

CORRECTIONS 12

1001 Eglinton Ave. E.

Scarborough M1L 4P1

16-750-3411

Management Information Systems Branch is responsible for the effective management of all information resources throughout the ministry so that timely, relevant, and accurate information is available for operational and decision support when and where it is needed.

Branch activities include the development, maintenance, and operation of computer and paper based information systems, information centre, systems education and training, information resources planning and management, **records management**, central files, and word processing.

AFFIRMATIVE ACTION PROGRAM

CORRECTIONS 13

1001 Eglinton Ave. E.

Scarborough M1L 4P1

16-750-3492

The **Affirmative Action Program** serves employees of the Ministry of Correctional Services, with special emphasis on female employees within the ministry. Career counselling is provided on an ad hoc basis for female employees. Resource information and presentations to interest groups on the Affirmative Action Program are also available.

OPERATIONS DIVISION

CORRECTIONS 14

1001 Eglinton Ave. E.

Scarborough M1L 4P1

16-750-3487

Ministry operations include the administration of Ontario's 49 correctional institutions, as well as a network of probation and parole services operating out of 112 community offices throughout the province. As part of its commitment to community corrections, the Operations Division also holds responsibility for privately contracted community resource centres which provide temporary residence and counselling services to selected inmates in open custody residential settings.

The Operations Division also includes the Offender Programming Branch which provides management, professional and consultative services in support of both institutional and community correctional programs.

Correctional institutions include jails, detention centres and correctional centres. In addition, the ministry operates one treatment centre.

Jails and detention centres provide short-term, secure custody for those on remand awaiting trial or sentencing, those being held for immigration hearings or deportation, those serving relatively short or intermittent sentences and those awaiting transfer to other institutions. Programs are geared to the relatively short-term needs of inmates and focus primarily on basic **educational** upgrading and life skills. **Correctional centres** provide either minimum, medium or maximum security. Three Ontario correctional centres operate minimum security satellite camps which give inmates exposure to farming and forestry in an open setting. The **Ontario Correctional Institute** (Brampton) and the Guelph Assessment and Treatment Unit (**Guelph Correctional Centre**) carry out assessment, treatment and research.

Probation and Parole officers work closely with all courts of criminal jurisdiction in Ontario and with the **Ontario Board of Parole**. Probation and parole staff provide pre-sentence reports to judges; pre-parole reports to the Ontario Board of Parole; supervision and assistance to **probationers**, offenders on **parole** and to former **inmates** who need assistance after release from correctional institutions. Staff offer **counselling** and guidance in life skills, alcohol and substance abuse, job search techniques, stress management and interpersonal skills.

Community correctional services are augmented by private agencies operating under contract with the ministry to provide residential and counselling services in open, community settings.

The Operations Division is administered by five regional offices located throughout the province. A list of regional offices, institutions and probation and parole offices follows.

METRO REGION

Regional Office
2 Dunbloor Rd.
Islington M9A 2E4
416-248-3901

Institutions

*Metropolitan Toronto East
Detention Centre*
55 Civic Rd.
Scarborough M1L 2K9
416-750-3513

*Metropolitan Toronto West
Detention Centre*
111 Disco Rd.
Rexdale M9W 1N3
416-675-1806

Mimico Correctional Centre
130 Horner Ave.
Toronto M8V 3S9
416-255-0131

Toronto Jail
550 Gerrard St. E.
Toronto M4M 1X5
416-963-2880

Probation and Parole Offices

1240 Bay St.
Toronto M5R 2A7
416-965-6434

745 Danforth Ave.
Toronto M4J 1L4
416-963-3389

900 Dufferin St.
Toronto M6H 4B1
416-965-5026

2265 Keele St.
Toronto M6M 3Z7
 416-248-3273

77 River St.
Toronto M5A 3P1
 416-965-0420

1940 Eglinton Ave. E.
Scarborough M1L 4R1
 416-750-3452

4125 Lawrence Ave. E.
Scarborough M1E 2S2
 416-750-3590

200 Consumers Rd.
Willowdale M2J 4R4
 416-494-8251

5233 Dundas St. W.
Islington M9B 1A6
 416-233-1197

2065 Finch Ave. W.
Downsview M3N 2V7
 416-745-6291

23 Westmore Dr.
Rexdale M9V 3Y7
 416-745-4960

Court Locations/Probation and Parole Offices

60 Queen St. W.
 Old City Hall Court
Toronto M5H 2M4
 416-965-6527

361 University Ave.
 County Court House
Toronto M5G 1T3
 416-965-2879

444 Yonge St.
 College Park Court
Toronto M5B 2H4
 416-965-3236

80 The East Mall
 East Mall Court
Toronto M8Z 2X1
 416-252-6521

1911 Eglinton Ave. E.
 Scarborough Court
Scarborough M1L 4P4
 416-757-6601

1000 Finch Ave. W.
 North York Court
Downsview M3J 2V5
 416-663-5355

CENTRAL REGION

Regional Office
 1350 Bishop St.
Cambridge N1R 6Z2
 519-623-9090

Institutions

Barrie Jail
 Box 224
Barrie L4M 4T2
 705-728-3933

Camp Hillsdale
(Satellite Barrie Jail)
 R.R. 1
Midland L4R 4K3
 705-835-3544

Brantford Jail
 105 Market St.
Brantford N3T 6A9
 519-752-6578

Burtch Correctional Centre
 Box 940
Brantford N3T 5S6
 519-484-2421

Hamilton-Wentworth Detention Centre
 165 Barton St. E.
Hamilton L8L 2Y3
 416-523-8800

Maplehurst Correctional Centre
Box 10
Milton L9T 2Y3
416-878-8141

Niagara Detention Centre
Box 1050
Thorold L2V 4A6
416-227-6321

Ontario Correctional Institute
Box 1888
Brampton L6V 2P1
416-457-7050

Vanier Centre for Women
Box 1050
Brampton L6V 2M5
416-459-9100

Whitby Jail
Box 156
Whitby L1N 6G3
416-668-7791

Probation and Parole Offices

22 Church St. S.
Alliston L0M 1A0
705-435-4352

114 Worsley St.
Barrie L4M 1M1
705-726-6461

85 Kennedy Rd. S.
Brampton L6W 3G1
416-457-1690

100 Wellington Square
Brantford N3T 2M3
519-752-6505

440 Elizabeth St.
Burlington L7R 2M1
416-637-3457

45 Munsee St.
Cayuga N0A 1E0
416-772-3565

150 St. Paul St.
Collingwood L9Y 3P2
705-445-3110

232 Guelph St.
Georgetown L7G 4Y5
416-877-2268

1945 King St. E.
Hamilton L8K 1W2
416-549-9977

119 King St. W.
Hamilton L8N 3Z9
416-521-7527

1050 Upper James St.
Hamilton L9C 6X6
416-387-5453

213 Queensway South
Keswick L4P 2A3
416-478-4140

305 Midland Ave.
Midland L4B 3K5
705-526-3715

55 Ontario St.
Milton L9T 2M3
416-878-7259

470 Hensall Circle
Mississauga L5A 3V4
416-276-2117

424 Hensall Circle
Mississauga L5A 1X8
416-848-6161

92 Davis Dr.
Newmarket L3Y 2N1
416-898-6511

4627 St. Clair Ave.
Niagara Falls L2E 6T3
416-356-1507

344 Lakeshore Rd. E.
Oakville L6J 5B1
 416-845-8571

70 First St.
Orangeville L9W 2E5
 519-941-4622

19 Front St. N.
Orillia L3V 4R6
 705-325-9508

57 Simcoe St. S.
Oshawa L1H 4G4
 416-579-6500

40 King St. W., Ste. 610
Oshawa L1H 1A4
 416-571-3774

1305 Sheridan Mall Pkwy.
Pickering L1V 3P2
 416-831-2600

39 Queen St.
St. Catharines L2R 5G6
 416-685-1318

7 Kent St.
Simcoe N3Y 2X7
 519-426-4250

8185 Yonge St.
Thornhill L3T 2C6
 416-731-3061

76 Division St.
Welland L3B 3Z7
 416-735-1660

WESTERN REGION

Regional Office
 80 Dundas St.
 P. O. Box 5600, Terminal 'A'
London N6A 2P3
 519-679-1760

Institutions

Chatham Jail
 17 Seventh St.
Chatham N7M 4J9
 519-352-0150

Camp Dufferin
 R.R. 1
Lisle L0M 1M0
 705-424-1520

Elgin-Middlesex Detention Centre
 711 Exeter Rd.
London N6E 1L3
 519-686-1922

Guelph Correctional Centre
 Box 3600
Guelph N1H 6P3
 519-822-0020

Owen Sound Jail
 Box 517
Owen Sound N4K 5R1
 519-376-0435

Sarnia Jail
 700 North Christina St.
Sarnia N7V 3C2
 519-337-3261

Stratford Jail
 50 St. Andrews St.
Stratford N5A 1A3
 519-271-2180

Walkerton Jail
 Box 429
Walkerton N0G 2V0
 519-881-3442

Waterloo Detention Centre
 Box 307
Cambridge N1R 5V2
 519-621-9710

Wellington Detention Centre
Box 370
Guelph N1H 6M6
519-837-2400

Windsor Jail
Box 38
Windsor N9C 3Y6
519-254-2891

Bluewater Centre for Young Offenders
Box 71
Goderich N7A 3Y8
519-524-2107

Probation and Parole Offices

1490 Dunbar Rd.
Cambridge N1R 6R3
519-621-5760

93 Centre St.
Chatham N7M 4W3
519-352-1243

Court House
Goderich N7A 1M2
519-524-6282

36 Wyndham St. S.
Guelph N1H 7J5
519-836-2600

450 Frederick St.
Kitchener N2H 2P5
519-576-1900

18 Selkirk Ave.
Leamington N8H 1G3
519-326-5531

80 Dundas St.
London N6A 2P3
519-679-7120

1730 Dundas St.
London N5W 3E2
519-452-3650

1131 Second Ave. E.
Owen Sound N4K 2J1
519-376-2236

145 Curtis St.
St. Thomas N5P 3Z7
519-631-3430

700 North Christina St.
Sarnia N7V 3C2
519-337-8891

100 Erie St.
Stratford N5A 2M4
519-271-5220

12 Colborne St. S.
Walkerton N0G 2V0
519-881-0760

880 Ouellette Ave.
Windsor N9A 1C7
519-254-3291

40 Wellington St. N.
Woodstock N4S 6P3
519-539-8175

EASTERN REGION

Regional Office
1055 Princess St.
Kingston K7L 1H3
613-547-3464

Institutions

Brockville Jail
Box 285
Brockville K6V 5V5
613-342-1456

Cobourg Jail
77 Albert St.
Cobourg K9A 2P9
613-372-2125

Cornwall Jail

Box 1418
Cornwall K6H 5V5
 613-932-5720

Lindsay Jail

50 Victoria Ave. N.
Lindsay K9V 4G3
 705-324-3792

L'Orignal Jail

Box 345
L'Orignal K0B 1K0
 613-675-4644

Millbrook Correctional Centre

Box 300
Millbrook K0A 1G0
 705-932-2624

Ottawa-Carleton Detention Centre

2244 Innes Rd.
Ottawa K1B 4C4
 613-824-6080

Pembroke Jail

297 Pembroke St. E.
Pembroke K8A 3K2
 613-735-0647

Perth Jail

Box 144
Perth K7H 3E3
 613-267-4303

Peterborough Jail

Box 1480
Peterborough K9J 7H7
 705-743-7331

Quinte Detention Centre

Napanee K7R 3S1
 613-354-9701

Rideau Correctional Centre

Box 100
Burritts Rapids K0G 1B0
 613-269-4748

Probation and Parole Offices

1 Valleyview Dr.
Bancroft K0L 1C0
 613-332-4040

180 Front St.
Belleville K8N 2Y7
 613-968-5737

75 Water St. W.
Brockville K6V 3L7
 613-345-3061

502 Pitt St., Rm. 201
Cornwall K6J 3R5
 613-933-6335

162 Division St.
Kingston K7L 3M6
 613-547-3456

P. O. Box 7000
Lindsay K9V 5E5
 705-324-5621

Box 309
L'Orignal K0B 1K0
 613-675-4630

41 Dundas St. W.
Napanee K7R 1Z5
 613-354-2125

400 Cumberland St.
Ottawa K1N 8X3
 613-566-3811

1150 Morrison Dr.
Ottawa K2H 8S9
 613-820-9460

124 Pembroke St. W.
Pembroke K8A 5M8
 613-735-0608

223 Aylmer St. N.
Peterborough K9J 3K3
 705-743-2661

Box 149
Plantagenet K0B 1L0
613-673-5113

38 Walton St.
Port Hope L1A 1N1
416-885-4581

13 Russell St. E.
Smiths Falls K7A 1E7
613-283-5663

80 Division St.
Trenton K8V 5S5
613-392-6549

NORTHERN REGION

Regional Office
199 Larch St., 9th Flr.
Sudbury P3E 5P9
705-675-4321

Institutions

Fort Frances Jail
Box 189
Fort Frances P9A 3M6
807-274-7708

Haileybury Jail
Box 578
Haileybury P0J 1K0
705-672-3701

Kenora Jail
1430 River St.
Kenora P9N 1K5
807-468-3168

Monteith Complex
Box 90
Monteith P0K 1P0
705-232-4092

North Bay Jail
Box 354
North Bay P1B 8H5
705-472-8115

Parry Sound Jail
Box 166
Parry Sound P2A 2X3
705-746-5631

Sault Ste. Marie Jail
Box 340
Sault Ste. Marie P6A 5L8
705-254-6817

Sudbury Jail
181 Elm St. W.
Sudbury P3C 1T8
705-675-4150

Thunder Bay Correctional Centre
Thunder Bay P7C 4Y4
807-577-8401

Thunder Bay Jail
Box 2806
Thunder Bay P7B 5G3
807-345-7364

Probation and Parole Offices

P. O. Box 988
Atikokan P0T 1C0
807-597-6212

P. O. Box 1872
Bracebridge P0B 1C0
705-645-8768

P. O. Box 419
Chapleau P0M 1K0
705-864-1230

P. O. Box 1119
Cochrane P0L 1C0
705-272-4348

P. O. Box 787
Dryden P8N 2Z4
807-223-3356

15 Charles Walk
Elliot Lake P5A 2A2
705-848-7091

71 Centre St.
Espanola P0P 1C0
 705-869-2882

340 Scott St.
Fort Frances P9A 1G9
 807-274-3671

P. O. Box 1119
Geraldton P0T 1M0
 807-854-1774

P. O. Box 624
Haileybury P0J 1K0
 705-672-3397

P. O. Box 2349
Hearst P0L 1N0
 705-362-7779

P. O. Box 1612
Huntsville P0A 1K0
 705-789-5721

P. O. Box 908
Iroquois Falls P0K 1G0
 705-232-6444

P. O. Box 295
Kapuskasing P5N 2Y4
 705-335-6116

136 Main St. S.
Kenora P9N 1S9
 807-468-3348

P. O. Box 232
Kirkland Lake P2N 3H7
 705-567-9396

P. O. Box 189
Manitowaning P0P 1N0
 705-859-3184

P. O. Box 487
Moosonee P0L 1Y0
 705-336-2270

P. O. Box 759
Nipigon P0T 2J0
 807-887-2938

581 Fraser St.
North Bay P1B 3X3
 705-474-4170

3 Beechwood Dr.
Parry Sound P2A 1Z1
 705-746-5809

P. O. Box 845
Red Lake P0V 2M0
 807-727-2846

P. O. Box 115
Sault Ste. Marie P6A 5L2
 705-253-1182

189 Larch St., 2nd Flr.
Sudbury P3E 5P9
 705-675-4314

P. O. Box 338
Sturgeon Falls P0H 2G0
 705-753-1282

107 Johnson Ave.
Thunder Bay P7B 2V9
 807-344-5816

106 North Cumberland St.
Thunder Bay P7A 4M2
 807-345-3309

38 Pine St. N.
Timmins P4N 6K6
 705-264-5218

OFFENDER PROGRAMMING BRANCH
 2001 Eglinton Ave. E.
 Scarborough M1L 4P1
 (416)750-3546

CORRECTIONS 15

The branch coordinates and provides consultation services for program development within **correctional institutions** and for field offices, Community Resource Centres and

Open Custody facilities and monitors activities in the following areas: medical, nursing, psychology, social work, dentistry, recreation, food services, industries, energy management, education, native programs, volunteers, chaplaincy, library, young offenders and inmate classification and transfer.

Clients include **inmates** of the ministry's correctional institutions and young offender facilities, **probationers** and **parolees**.

The Branch's seven operational units are listed under the Operations Division entry and include: Health and Professional Services Unit; Industrial Programming Unit; Library Services Unit; Offender Classification and Transfer Section; Community Development Program Unit; Offender Education and Training Unit; and Young Offenders Act Implementation Program Unit.

HEALTH AND PROFESSIONAL SERVICES UNIT

CORRECTIONS 16

FOOD SERVICES

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3366

A nutritionally adequate diet is provided for **inmates** and **offenders** in all **correctional institutions**. Special diets for the treatment of illness and for the observance of religious dietary practices are provided. Training in **food** service operation is also available to **inmates**.

The division's five regional offices are listed under the Operations Division entry, **CORRECTIONS 14**.

HEALTH AND PROFESSIONAL SERVICES UNIT

CORRECTIONS 17

PHARMACY SERVICES

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3366

Pharmacy Services coordinates and ensures that **pharmaceutical** products are maintained in a safe and proper manner and that they are available when indicated for persons under the supervision of the Ministry in ministry institutions. The division's five regional offices are listed under the Operations Division entry, **CORRECTIONS 14**.

HEALTH AND PROFESSIONAL SERVICES UNIT

CORRECTIONS 18

RECREATION SERVICES

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3366

Recreation Services provides **leisure education** and **fitness** programs and a wide variety of recreation activities for **inmates** and **offenders** in **correctional institutions**.

The division's five regional offices are listed under the Operations Division entry, **CORRECTIONS 14**.

HEALTH AND PROFESSIONAL SERVICES UNIT CORRECTIONS 19
 SOCIAL WORK PROGRAMS
 2001 Eglinton Ave. E.
 Scarborough M1L 4P1
 416-750-3366

Full and part-time social workers, as well as other graduates of the social services, provide a variety of services for **inmates** and **offenders**. Some operate in the correctional classification program.

The division's five regional offices are listed under the Operations Division entry, CORRECTIONS 14.

HEALTH AND PROFESSIONAL SERVICES UNIT CORRECTIONS 20
 DENTISTRY SERVICES
 2001 Eglinton Ave. E.
 Scarborough M1L 4P1
 416-750-3366

Emergency and essential **dental** treatment is provided for all **inmates** and **offenders** in **correctional institutions**.

The division's five regional offices are listed under the Operations Division entry, CORRECTIONS 14.

HEALTH AND PROFESSIONAL SERVICES UNIT CORRECTIONS 21
 PSYCHOLOGY SERVICES
 2001 Eglinton Ave. E.
 Scarborough M1L 4P1
 416-750-3366

Full and part-time psychologists and full and part-time psychometrists provide a variety of assessment and treatment services for **inmates** and **offenders** in **correctional institutions**, and for persons in community programs under the supervision of the ministry.

The division's five regional offices are listed under the Operations Division entry, CORRECTIONS 14.

HEALTH AND PROFESSIONAL SERVICES UNIT CORRECTIONS 22
 MEDICAL SERVICES
 2001 Eglinton Ave. E.
 Scarborough M1L 4P1
 416-750-3366

Medical Services ensures that all necessary **health** care services are available for all persons placed in the care of the Ministry.

The **Psychiatric** Services area provides assessment of **inmates** and **offenders** as well as treatment for mental illnesses.

The division's five regional offices are listed under the Operations Division entry, CORRECTIONS 14.

HEALTH AND PROFESSIONAL SERVICES UNIT
NURSING SERVICES

CORRECTIONS 23

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3366

This section provides **nursing** service to all **correctional institutions** in conjunction with the attending physician. Nurses act as the coordinators of the health care delivery system in the institutions.

The division's five regional offices are listed under the Operations Division entry, CORRECTIONS 14.

INDUSTRIAL PROGRAMMING UNIT

CORRECTIONS 24

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3366

Institutional industries provide work and on-the-job training for **inmates in correctional centres**. The manufactured products are sold to other ministries or governments and are used in **correctional institutions**.

The division's five regional offices are listed under the Operations Division entry, CORRECTIONS 14.

INDUSTRIAL PROGRAMMING UNIT
SELF-SUFFICIENCY PROGRAM

CORRECTIONS 25

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3366

The Self-Sufficiency Program is responsible for projects in which **inmates** help produce **food** and other items to supply their own needs.

The division's five regional offices are listed under the Operations Division entry, CORRECTIONS 14.

INDUSTRIAL PROGRAMMING UNIT
ENERGY MANAGEMENT

CORRECTIONS 26

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3366

The energy management program is responsible for the conservation of **energy** and the reduction of waste in **correctional institutions**.

The division's five regional offices are listed under the Operations Division entry, CORRECTIONS 14.

LIBRARY SERVICES UNIT

CORRECTIONS 27

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3481

This unit provides **library** services to **inmates** and staff in the Ministry of Correctional

Services. The library (basement level, 2001 Eglinton Ave. E.) operates the Ministry **reading room** which provides public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry.

The division's five regional offices are listed under the Operations Division entry, **CORRECTIONS 14**.

OFFENDER CLASSIFICATION AND TRANSFER SECTION

CORRECTIONS 28

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3380

The section is responsible for the classification and reclassification of all **inmates** sentenced to correctional institutions for four months or longer, or sentenced to Ministry treatment facilities, as well as the transfer of prisoners. This section also coordinates the exchange of prisoners with other jurisdictions.

The division's five regional offices are listed under the Operations Division entry, **CORRECTIONS 14**.

INSTITUTIONAL POLICY AND PROGRAM DEVELOPMENT SECTION

CORRECTIONS 29

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3380

This section is responsible for developing, coordinating and monitoring program and operational policy, and its implementation within correctional institutions.

COMMUNITY DEVELOPMENT UNIT

CORRECTIONS 30

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3475

Community Development Unit is responsible for the development of new initiatives in corrections which involve the community. Among these are working with volunteers, community service orders, restitution programs and the development of programming for Native offenders.

For a description of each program, see the following entries: Bail Verification and Supervision (**CORRECTIONS 32**), Community Service Orders (**CORRECTIONS 33**), Volunteer Coordination Program (**CORRECTIONS 34**), Fine Options Program (**CORRECTIONS 35**), Native Program Coordination (**CORRECTIONS 36**), Restitution Programs (**CORRECTIONS 37**), and Victim Assistance Program (**CORRECTIONS 38**).

COMMUNITY DEVELOPMENT UNIT COMMUNITY RESOURCE CENTRES

CORRECTIONS 31

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3475

Community Resource Centres house **inmates** serving sentences in Ontario correctional

institutions. The centres are operated by community organizations under contract to the Ministry. An inmate wishing to pursue an employment or education program outside the institution applies for a transfer to the Community Resource Centre where the inmate also receives **counselling** and **vocational** skills training. Inmates are subject to rules ensuring behaviour in the best interest of the community. Failure to abide by the rules or to make good use of the program results in an inmate's return to the correctional institution.

COMMUNITY DEVELOPMENT UNIT
BAIL VERIFICATION AND SUPERVISION
2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3475

CORRECTIONS 32

The Bail Verification and Supervision Program is directed at reducing the number of remanded incarcerated persons. The unit provides information to the courts on the accused's ability to post **bail** or obtain a surety and confirms community ties. In certain cases bail supervision is offered as an alternative to incarceration pending disposition of charges.

COMMUNITY DEVELOPMENT UNIT
COMMUNITY SERVICE ORDERS
2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3475

CORRECTIONS 33

Community Service Orders (CSO) are given to non-violent offenders as a condition of a **probation** order. The work performed would not otherwise be carried out except by **volunteers**. In some instances offenders provide direct service to their victims in reparation. Organizations with projects of tangible benefit to the community can obtain volunteer help from the CSO Project by writing to the Community Service Orders Project, Community Development Unit, Ministry of Correctional Services, 2001 Eglinton Ave. East, Scarborough M1L 4P1.

COMMUNITY DEVELOPMENT UNIT
VOLUNTEER COORDINATION PROGRAM
2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3475

CORRECTIONS 34

The Volunteer Coordination Program is a central resource to volunteer coordinator who recruit, screen, train and supervise **volunteers** involved in correctional programs operated by the Ministry. Opportunities for volunteer participation exist in all geographic areas of the Province.

COMMUNITY DEVELOPMENT UNIT
FINE OPTIONS PROGRAM
2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3475

CORRECTIONS 3

The **Fine Options Program** is a pilot project intended to offer an alternative to incarceration for the non-payment of fines under the **Provincial Offences Act**. Individual

volunteer to do community service work at the minimum wage rate to accumulate credits towards fine payment. The program is available to individuals in the pilot areas when a fine is in default. The pilot projects are being carefully studied for possible expansion.

COMMUNITY DEVELOPMENT UNIT
NATIVE PROGRAM COORDINATION

CORRECTIONS 36

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3475

Native Program Coordination assists in the development of policies and training related to the problems of **Native peoples** who are **inmates** in Ontario **correctional institutions**. It is also responsible for the development of institutional and community based programs directed to the needs of Native inmates. It provides liaison with Native organizations of Ontario.

COMMUNITY DEVELOPMENT UNIT
RESTITUTION PROGRAM

CORRECTIONS 37

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3475

Selected **probationers** with potential restitution conditions are often encouraged to meet with the victims of the **crimes** and with a third party mediator to determine how the victims will receive **restitution** - in cash or kind. Similar programs are encouraged for selected **inmates** in Ontario correctional institutions, whereby they are placed in a Community Resource Centre, obtain suitable employment and make restitution to their victims.

COMMUNITY DEVELOPMENT UNIT
VICTIM ASSISTANCE PROGRAM

CORRECTIONS 38

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3475

The Victim Assistance Program is a project alerting victims of **crime** to available social services such as crisis **counselling** and information on the criminal justice process.

OFFENDER EDUCATION AND TRAINING UNIT

CORRECTIONS 39

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3366

Educational programming for **inmates** in **correctional institutions** includes academic, technical, vocational and life skills courses. Basic reading and mathematics are provided for illiterates. **Apprenticeship** and secondary school credits can be earned.

Boards of Education have been engaged to provide programming for **young offenders** aged 16 and 17 years who are the responsibility of the Ministry. They also operate continuing **education** activities in adult basic education (i.e., literacy and numeracy) in many jail and detention centre sites.

The division's five regional offices and the correctional institutions in each region are listed under the Operations Division entry, CORRECTIONS 14.

YOUNG OFFENDERS ACT IMPLEMENTATION
UNIT

CORRECTIONS 40

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3497

This is a special unit established to provide leadership and consultation services to the Operations Division and its regions as they develop policies and procedures to deal with the demands of the **Young Offenders Act (YOA)**.

The Young Offenders Act Implementation Unit is responsible for providing assistance, advice and direct service to regions in the planning and development of programs and facilities. It is also responsible for producing the necessary guidelines/manuals regarding the Young Offenders Act. The unit liaises with other divisions to ensure assistance is readily available for YOA matters, to identify needs and provide consultative advice.

This unit provides information for submission to Cabinet, Management Board and for the federal/provincial cost-sharing agreement. It prepares briefing papers on YOA issues for the offices of the Minister, Deputy Minister and Assistant Deputy Minister. The unit also liaises with other federal and provincial ministries/governments.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1).

ONTARIO BOARD OF PAROLE

CORRECTIONS 41

2195 Yonge St., Ste. 201
Toronto M4S 2B1
416-963-0368

The Ontario Board of Parole considers for **parole** those **inmates** serving sentences of up to two years less a day in provincial institutions. The Chairman is responsible for the overall administration of the Board and for five Regional Boards and their members. The Regional Boards are responsible to the Chairman of the Ontario Board of Parole for all parole considerations made in the regions.

Western Regional Parole Board
785 York Rd.
P.O. Box 1716
Guelph N1H 6Z9
519-822-0482

Eastern Regional Parole Board
1055 Princess St., Ste. 307
Kingston K7L 1H3
613-547-3461

Northern Regional Parole Board
128 Larch St., Ste. 502
Sudbury P3E 5J8
705-675-4227

Chairman's Office
2195 Yonge St., Ste. 201
Toronto M4S 2B1
416-963-0700

Central Regional Parole Board
2195 Yonge St., Ste. 204
Toronto M4S 2B1
416-963-0880

West Central Regional Parole Board
491 Steeles Ave. E., Rm. 134
Milton L9T 1Y7
416-876-4733

ACTS

ACTS

CORRECTIONS 42

The Ministry of Correctional Services administers the Ministry of Correctional Services Act, as amended.

MINISTRY OF EDUCATION

Mowat Block, 900 Bay St.

Queen's Park, Toronto M7A 1L2

The Ministry of Education ensures the provision of elementary and secondary school education in Ontario including correspondence courses, schools for the deaf, the blind and the handicapped.

The Ministry of Education was established in February 1867 under the administration of a Minister. It was formed following the recommendations of Egerton Ryerson on his retirement and was one of the first Ontario government departments to operate under a Minister. A number of programs and agencies have been developed under the jurisdiction of the Ministry of Education, which have then been transferred to other authorities.

From 1979 to 1985 the Ministry of Education and the Ministry of Colleges and Universities were under the jurisdiction of the same Minister. The service branches merged so support services were provided in common. The Ministries now have different Ministers, although support services are supplied by the Ministry of Education.

ASSISTANT DEPUTY MINISTER FRANCO-ONTARIAN EDUCATION

900 Bay St., Mowat Block, 22nd Flr.

Queen's Park, Toronto M7A 1L2

416-965-2190

EDUC 1

The office of the Assistant Deputy Minister, **Franco-Ontarian** Education advises the Ministers on all matters pertaining to the **education** of **Francophones** at the elementary, secondary and post secondary levels.

La sous-ministre adjointe, Education franco-ontarienne, est responsable d'aviser les ministres sur tous les aspects qui ont trait à l'éducation des francophones aux paliers élémentaire, secondaire et postsecondaire.

COMMUNICATION SERVICES BRANCH

900 Bay St., Mowat Block, 14th Flr.

Queen's Park, Toronto M7A 1L2

416-965-6407

Toll free: 1-800-268-7501

Area Code 807 ask

operator for Zenith 64140

EDUC 2

The branch serves the Ministry of Education and the Ministry of Colleges and Universities. The branch operates public information programs for the two Ministries; a public information service, answering written and telephone enquiries on all **education** related matters and acting as a reference source for a wide and divergent variety of problems stages exhibits in support of activities of the Ministries; supervises the production of a publications issued by the two Ministries.

EDUCATION PROGRAMS DIVISION

SCHOOL BUSINESS AND FINANCE BRANCH

EDUC 3

900 Bay St., Mowat Block, 21st Flr.

Queen's Park, Toronto M7A 1L2

416-965-6401

The School Business and Finance Branch serves the Ministry of Education by determining policy for the distribution of general legislative **grants** to publicly supported **school boards**. It provides **architectural** advice to school boards and architects on building needs and controls the allocation of capital funds for the construction of elementary and secondary **schools**. The branch determines and issues final approval for costs of **school board** capital projects approved for provincial funding (965-9676) and conducts **research** in **energy conservation** in schools.

EDUCATION SERVICES

EDUC 4

CURRICULUM BRANCH

900 Bay St., Mowat Block, 16th Flr.

Queen's Park, Toronto M7A 1L2

416-965-2666

The Curriculum Branch develops, produces and disseminates circulars, **curriculum** guidelines, memoranda and curriculum resource materials in both English and French for elementary and secondary schools to assist school boards in developing programs and courses to meet the educational needs of each pupil in the publicly-supported schools of the province. It recommends policies and priorities for elementary and secondary **education** and for continuing education and provides specialized expertise and practical assistance to branches responsible for research and evaluation, learning resources development, textbooks, and curriculum implementation and reviews. The **Student Guidance Information Service (SGIS)** (965-3592) provides schools with computerized **career** and institutional information to assist pupils in making decisions about their post-secondary education and careers.

EDUCATION SERVICES

EDUC 5

EVALUATION AND SUPERVISORY SERVICES BRANCH

900 Bay St., Mowat Block, 18th Flr.

Queen's Park, Toronto M7A 1L2

416-965-8301

This branch advises on policies regarding supervisory services and the evaluation of students, programs and personnel. It coordinates provincial **evaluation** activities, **safety** and liaison with provincial organizations. The branch administers principals' courses, supervisory officers' examinations, registrar services, inspection of **private schools**, and the services of the **Provincial School Attendance Counsellor**.

EDUCATION SERVICES

EDUC 6

SPECIAL EDUCATION BRANCH

900 Bay St., Mowat Block, 17th Flr.

Queen's Park, Toronto M7A 1L2

416-965-2662

Special Education Branch advises the Minister of Education on program policy regarding the education of exceptional **students** in elementary and secondary **schools** and **schools**

for the trainable retarded. It provides liaison with professional and parent associations and government agencies on programs and services for exceptional pupils and plans and develops **special education** resource materials to assist school board personnel in developing special education programs and services. The branch also assists in the development of guidelines for **special education** courses offered by the faculties of education.

EDUCATION SERVICES

SPECIAL PROJECTS BRANCH

900 Bay St., Mowat Block, 14th Flr.

Queen's Park, Toronto M7A 1L2

416-965-5620

EDUC 7

The branch encourages educational and **cultural exchanges** of **students** and **teachers** (965-5635) and may provide **grants** for these projects, including: **International Student Exchange** (965-5606), **Ontario-Quebec Student Exchange** (965-5989) and **Ontario-Quebec School Twinning** (965-5989); **Ontario Young Travellers** (965-9116); **School Twinning**, (e.g., **Project Canada** (965-9116); **Teacher Exchange Programs**, **international** and **inter-provincial** (965-5635). It administers the **French-Language Professional Development Fund** for **teachers** and, in cooperation with the Department of External Affairs, administers **Canadian Studies Seminars** for **European teachers** (965-9132); also administers seminars in Europe for Ontario educators (965-5635). It administers the **Second-Language Monitor Program** in which bilingual university students act as monitors to teachers of **French** or **English as a Second Language** (965-5996). It operates the **Ontario Student Leadership Centre** (965-6410) and guides the operation of the Ontario Secondary School Students' Association (965-1134); also administers the **Summer Employment for Students** program (965-9116). For information on **Circular 14** (list of approved **textbooks** and the **Book Purchase Plan** call 965-9177; call 965-9178 for the **Learning Materials Development Plan**; 965-9167 for **French** learning materials. The branch assists school boards in celebration of **Education Week** (965-6329). It administers Ministry of Education liaison with **Council of Ministers of Education, Canada (CMEC)** (965-6329). It liaises with other ministries, the federal government and all Native treaties, bands, associations and individuals regarding the education for, and about, **Native peoples** (965-9672).

REGIONAL OFFICES AND PROVINCIAL SCHOOLS

900 Bay St., Mowat Block, 19th Flr.

Queen's Park, Toronto M7A 1L2

416-965-5606

EDUC 8

This office provides coordination and support for Regional Offices and Provincial Schools with particular emphasis on implementation and review.

REGIONAL OFFICES

EDUC 9

The **Regional Offices** inform school systems about Ministry programs and policies on **education** and ensure, in collaboration with local boards, that these policies are carried out. They inform the central office of the Ministry regarding activities and issues in school systems; make recommendations for action and policy formulation; assist **school boards** to develop means of implementing and reviewing their programs; offer program administration support and supervisory officer services to those boards whose size precludes an administrative structure; inspect **private schools**; maintain liaison with the pub-

lic, universities, faculties of **education**, other Ministries and related bodies and administer programs and policies delegated to regional directors. There are six regional offices in Ontario:

Western Ontario Region

759 Hyde Park

London N6H 3S6

519-472-1440

For toll-free number see

blue pages of telephone directory

Northeastern Ontario Region

Box 3020

447 McKeown Ave.

North Bay P1B 8K7

705-474-7210

For toll-free number see

blue pages of telephone directory

Eastern Ontario Region

1580 Merivale Rd.

Ottawa K2G 4B5

613-225-9210

For toll-free number see

blue pages of telephone directory

Midnorthern Ontario Region

199 Larch St.

Sudbury P3E 5P9

705-675-4401

For toll-free number see

blue pages of telephone directory

Northwestern Ontario Region

Box 5000

Thunder Bay P7C 5G6

807-745-1571

For toll-free number see

blue pages of telephone directory

Central Ontario Region

Heron's Hill Bldg., Ste. 3201

2025 Sheppard Ave. E.

Toronto M2J 1W4

416-491-0330

For toll-free number see

blue pages of telephone directory

PROVINCIAL SCHOOLS BRANCH

EDUC 10

DEMONSTRATION SCHOOLS

900 Bay St., Mowat Block, 17th Flr.

Queen's Park, Toronto M7A 1L2

416-965-2619

The **Demonstration Schools** (965-2662), which are listed below, are residential and are designed for **children** with severe **learning disabilities** and **language learning disorders**, who cannot otherwise receive an appropriate education from their local school boards. The Trillium and Sagonaska Schools are for English speaking students while Centre Jules Leger is for French speaking students.

The demonstration schools also serve as resource centres for local school boards establishing day **school** programs for exceptional students.

Trillium School

347 Ontario St. S.

Milton L9T 3X9

416-878-8428

Sagonaska

350 Dundas St. W.

Belleville K8P 1B2

613-962-5361

Centre Jules Leger

531 Smythe Rd.

Ottawa K1G 1N7

513-523-7063

PROVINCIAL SCHOOLS BRANCH
DEVELOPMENTAL CENTRE SCHOOLS

EDUC 11

900 Bay St., Mowat Block, 17th Flr.
Queen's Park, Toronto M7A 1L2
416-965-4568

The **developmental centre schools** listed below provide residential educational programs for the **mentally retarded**, developmentally **handicapped** or **emotionally disturbed** school age children.

The developmental centre schools also serve as resource centres for local school boards establishing day school programs for exceptional students.

Adult Occupational Centre, Edgar
Box 12000
Barrie L4M 4W3
705-728-6910

South Cottage School
Box 7777
Kingston K7L 5H1
613-549-5600 Ext. 213

Prince Edward Heights
Box 440
Picton K0K 2T0
613-476-2105

Huron Regional Centre
Box 1000
Orillia L3V 6L2
705-326-7361 Ext. 372

PROVINCIAL SCHOOLS BRANCH
SCHOOLS FOR THE BLIND, DEAF AND DEAF/BLIND

EDUC 12

900 Bay St., Mowat Block, 17th Flr.
Queen's Park, Toronto M7A 1L2
416-965-2312

Four **schools** listed below provide residential education programs for the **blind**, **deaf** and **deaf/blind**. While the Robarts School and E. C. Drury School offer five day week residential programs, the Sir James Whitney and W. Ross Macdonald Schools offer a seven day week residential program. The schools for the deaf also provide programs for day students.

The Sir James Whitney School operates a **teacher education centre** in Belleville for **teachers** of the **deaf** while the W. Ross Macdonald School provides teacher training for teachers of both the blind and the deaf/blind.

The Schools for the Blind, Deaf and Deaf/Blind also serve as resource centres for local school boards establishing day school programs for exceptional students.

The Sir James Whitney School
(Deaf)
350 Dundas St. W.
Belleville K8P 1B2
613-962-5361

The Robarts School
(Deaf)
1090 Highbury Ave.
Box 7300
London N5Y 4V9
519-453-4400

The W. Ross Macdonald School
(Blind and Deaf/Blind)
350 Brant Ave.
Brantford N3T 3J9
519-759-0730

*The Ernest C. Drury School
(Deaf)*

255 Ontario St.
Milton L9T 2M5
416-878-2851

**PROVINCIAL SCHOOLS BRANCH
TRAINING SCHOOLS**

EDUC 13

900 Bay St., Mowat Block, 17th Flr.
Queen's Park, Toronto M7A 1L2
416-965-4568

Training schools listed below provide educational programs for socially maladjusted pupils referred by the Ministry of Community and Social Services.

Brookside School
Box 845
Cobourg K9A 4S3
416-372-5451

Sprucedale School
Box 606
Simcoe N3Y 4L8
519-426-3561

Syl Apps School
75 Iroquois Shore Rd.
Oakville L6J 5E8
16-844-4110

Cecil Facer School
Box 850, Station 'B'
Sudbury P3E 4S3
705-522-1250

**PROVINCIAL SCHOOLS BRANCH
REGIONAL SCHOOLS FOR NURSING ASSISTANTS**

EDUC 14

900 Bay St., Mowat Block, 17th Flr.
Queen's Park, Toronto M7A 1L2
416-965-4568

Nursing assistant programs are provided in five regional **schools** listed below.

The Hamilton School
30 York Blvd.
Hamilton L8N 1Y5
16-529-1187

The Thunder Bay School
1111 Victoria Ave., 2nd Flr.
Thunder Bay P7C 1B7
807-475-1615

The London School
35 York St., 2nd Flr.
London N6A 1B4
19-432-7506

The Toronto School
90 Gerrard St. W., 3rd Flr.
Toronto M5G 1J6
416-965-2131

The Sudbury School
50 Larch St., 3rd Flr.
Sudbury P3E 5M7
15-673-5001

EDUCATION TECHNOLOGY DEVELOPMENT DIVISION

COMPUTERS IN EDUCATION CENTRE

EDUC 15

900 Bay St., Mowat Block, 24th Flr.
Queen's Park, Toronto M7A 1L2
416-965-0692

The Computers in Education Centre supports and provides leadership in the development and use of information **technologies** to support the curriculum in Ontario's elementary and secondary **schools**. It assists companies in the development of **educational** software which is licensed for use in Ontario schools and recommends policy in the area of appropriate **educational** hardware. The Centre also provides assistance and advice to **teachers**, administrators and other school board personnel on the effective use of electronic **technology** for educational purposes at a classroom and board level.

Attached to the Centre is **ONTERIS (Ontario Education Resources Information System)**, which develops online databases of information on educational research reports, curriculum documents, educational software and other materials.

INDEPENDENT LEARNING CENTRE

EDUC 16

909 Yonge St.
Toronto M4W 3G2
416-965-2657

1-800-268-7065 (toll-free from most Ontario areas)
To call toll-free from 807 area code see blue pages of telephone directory under Correspondence Education

The Independent Learning Centre (ILC), formerly called Correspondence Education, provides free home-study courses for Ontario residents who wish to obtain credits towards a high school diploma, upgrade basic skills, or study for enjoyment. More than 160 secondary **school** courses are offered in English and **French**. Courses may be started or completed, and certificates and **diplomas** awarded, at any time of the year.

ILC also offers a non-credit **adult** basic **education** program including **English as a Second Language** and literacy courses. An elementary program is provided only for **children** who are unable to attend school due to extended illness, distance from school, or lack of transportation facilities.

For more information, request the 'Student Guide' by phoning, writing or visiting the Independent Learning Centre.

SCHOOL BOARD SERVICES UNIT

EDUC 17

900 Bay St., Mowat Block, 23rd Flr.
Queen's Park, Toronto M7A 1L2
416-965-6669

This Unit services the school boards who are members of the **Educational Computing Network of Ontario (ECNO)**. ECNO is a cooperative of school boards which have grouped together to share administrative application software, application support and technical support. The systems marketed, developed, maintained and supported by School Board Services Unit for these **school boards** are in the areas of student administration, payroll/personnel, finance, bus transportation planning and management and student guidance information (SGIS). The unit is also responsible for planning the long

term development of a data communication network which will ultimately interconnect all school boards and be used for educational as well as administrative purposes.

ADMINISTRATION DIVISION

EQUAL OPPORTUNITY AFFIRMATIVE ACTION

EDUC 18

UNIT

100 Bay St., Mowat Block, 17th Flr.

Queen's Park, Toronto M7A 1L2

16-965-2060

The Equal Opportunity/Affirmative Action Unit coordinates the development, implementation and evaluation of the **Affirmative Action Program** to improve the status of the female employees in the Ministry of Education, the Ministry of Colleges and Universities and the Ministry of Skills Development, with the ultimate aim of ensuring equal opportunity for women.

The Unit also liaises with the school boards, colleges and universities of the Province with respect to **affirmative action**.

RESEARCH AND INFORMATION BRANCH

EDUC 19

100 Bay St., Mowat Block, 15th Flr.

Queen's Park, Toronto M7A 1L2

16-965-6789

The Research and Information Branch serves the Ministry of Education and the Ministry of Colleges and Universities. It regulates contractors in the production of **educational research** and disseminates the results of **research** to school boards, government and the public (965-3141). The branch **publishes** research findings on the ministries' research **contracts** through the Ontario Government Bookstore (see MGS 30).

The branch gathers, validates and analyses data on **school boards**, **schools**, colleges and **universities** (965-2609/3156). It maintains a listing of the private **schools** operating in the province (965-6802) and develops education **statistics** and **publications** (965-2636).

The branch operates a public **Information Service**, answering written and telephone enquiries on all education related matters, acting as a reference source for a wide and divergent variety of problems (telephone 965-6407 in area code 416; outside Metropolitan Toronto calling area, call toll-free number 1- 800-268-7501; in the 807 calling area, ask operator for Zenith 64140).

The branch also includes the **Information Centre** (965-1451) which maintains a collection of books, periodicals, reports and other materials relevant to the functions of the two ministries and provides **library** reference, research and current awareness services to the staff of the two ministries. The Information Centre operates a public **reading room** (965-1451) providing access to publications, statutes, regulations, manuals and internal procedures of the ministries.

LEGISLATION BRANCH

EDUC 20

100 Bay St., Mowat Block, 18th Flr.

Queen's Park, Toronto M7A 1L2

16-965-2228

The Legislation Branch provides legislative and legal services for policy initiation and re-

vision of legislation through which planned change may take place. It ensures that Ministry action is consistent with the statutory and regulatory framework of the province. The branch provides consultative services to the Ministry of Education and the Ministry of Colleges and Universities, to agencies, to school boards and to the public to facilitate the implementation of Government policy. Administrative services in the processing of legal documents and the execution of legal procedures as required by educational legislation on behalf of the Ministers is also a responsibility of this branch.

INFORMATION SYSTEMS BRANCH

EDUC 21

900 Bay St., Mowat Block, 17th Flr.
Queen's Park, Toronto M7A 1L2
416-965-6649

The Information Systems Branch is responsible for the strategic, tactical and operational planning of the Ministry's information **technology** as well as distributed computing support and training. The planning process is conducted in conjunction with each branch, thereby ensuring that all information system plans are integrated with the overall business plans of the Ministry. Through the **User Application Support Centre**, the branch promotes the use of distributed computing and application software packages. It also conducts training programs in the use of **computers** and application software.

HUMAN AND CORPORATE RESOURCES

EDUC 22

MANAGEMENT REVIEW BRANCH

900 Bay St., Mowat Block, 7th Flr.
Queen's Park, Toronto M7A 1L2
416-965-5921

Internal Audit Section (965-3939) monitors operations which have financial consequences in order to maximize their efficiency and effectiveness. It secures compliance with financial policies and guidelines and confirms the integrity of records on which financial and management decisions are based.

Financial Management and Control Section (965-3100) provides ministry liaison with the Management Board Secretariat; administers all submissions to Management Board and implements Management Board minutes. It advises and assists branches and senior management with budgetary problems; administers funds allocation and estimates; monitor and reports on expenditure and revenue. The section administers the Ministry's Management by Results (MBR) program.

Operational Planning and Management Development Section (965-0886) assists in designing and implementing improvements in management and administrative methods. It administers the Ministry's Branch Review program and Management by Results (MBR) improvement program and helps branches identify and solve specific management problems.

HUMAN AND CORPORATE RESOURCES PERSONNEL BRANCH

EDUC 23

900 Bay St., Mowat Block, 20th Flr.
Queen's Park, Toronto M7A 1L2
416-965-2222

This branch performs the personnel functions for the Ministry of Education and the Ministry of Colleges and Universities. It works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their unit. Personnel Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, staff development, employee counselling, the investigation of employee grievances and all matters affecting working conditions and performance. It maintains the Ministries' personnel, payroll and employee benefit records, and provides liaison between the Ministries and the Civil Service Commission, Management Board of Cabinet and the Ontario Public Service Employees Union (OPSEU).

FINANCIAL AND ADMINISTRATIVE SERVICES ADMINISTRATIVE SERVICES BRANCH

EDUC 24

900 Bay St., Mowat Block, 7th Flr.
Queen's Park, Toronto M7A 1L2
416-965-3966

This Branch provides administrative services to both the Ministry of Education and the Ministry of Colleges and Universities. These include purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, records management, assets management and maintenance of policy and procedures manuals (e.g., Manual of Administration). The branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. The branch is also responsible for office safety supervision.

FINANCIAL AND ADMINISTRATIVE SERVICES DATA PROCESSING SERVICES BRANCH

EDUC 25

900 Bay St., Mowat Block, 23rd Flr.
Toronto M7A 1L2
416-965-2348

The Branch is responsible for the provision of effective, economical and relevant data processing services to the Ministries' internal users.

The **Systems Services Section (965-1043)** provides the Ministry of Education, the Ministry of Colleges and Universities and the Ministry of Skills Development with systems development, systems maintenance and systems and EDP technical consulting services.

The **Operations Services Section (965-3686)** provides computer operations, data control, data entry and 5520 support to the Ministries.

FINANCIAL AND ADMINISTRATIVE SERVICES

EDUC 26

FINANCIAL SERVICES BRANCH

900 Bay St., Mowat Block, 20th Flr.

Queen's Park, Toronto M7A 1L2

416-965-2613

Financial Services Branch serves the Ministry of Education and the Ministry of Colleges and Universities. It administers all programs of **grants to school boards, colleges** of applied arts and technology, **universities** and related institutions (965-7954); sets standards for, advises on, and supervises the **audit** of financial documents of institutions (965-7954); prepares claims on **federal-provincial** cost sharing programs (965-3595) and provides financial management and **accounting**; collects fees and revenues, including fees for duplicates of students' transcripts and teachers' certificates and fees from tradesmen and apprentices.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch.

EDUCATION RELATIONS COMMISSION

EDUC 27

111 Avenue Rd.

Toronto M5R 3J8

416-922-7679

Education Relations Commission (**ERC**) was established in 1975 to administer the **collective bargaining** process between **teachers** and **school boards** and to further harmonious relations between the parties. It monitors and assists in negotiations between the parties, supervises voting by teachers and advises the Lieutenant-Governor-in-Council when a strike or a lockout is jeopardizing the students' education.

LANGUAGES OF INSTRUCTION COMMISSION

EDUC 28

25 Grosvenor St.

Toronto M4Y 1A9

416-965-3155

The **Languages of Instruction Commission of Ontario** was established to help resolve disputes between **school boards** and parents over the provision of **education** programs in the **language** of a minority group, **French** or English as the case may be.

PROVINCIAL SCHOOLS AUTHORITY

EDUC 29

909 Yonge St.

Toronto M4W 3G2

416-965-0466

The Provincial Schools Authority was established under the Provincial Schools Negotiations Act in 1975. The authority is the legal employer of the **teachers** in educational programs operated by the Ministries of Correctional Services and Education and negotiates, on behalf of those ministries, with the organization representing the **teachers** who have

the same bargaining rights as those employed by school boards. The authority is also responsible for the administration of the collective agreement.

COUNCIL FOR FRANCO-ONTARIAN EDUCATION

EDUC 30

880 Bay St., Ste. 203

Toronto M7A 1L2

416-963-1125

The Council for Franco-Ontarian Education is an advisory body to the Minister of Education and the Minister of Colleges and Universities. Its purpose is to advise the Ministers on all matters concerning the **education** of **Franco-Ontarians** from junior kindergarten to university.

CONSEIL DE L'EDUCATION FRANCO-ONTARIENNE

Le Conseil de l'éducation franco-ontarienne est un organisme consultatif auprès du ministre de l'éducation et du ministre des Collèges et Universités. Son mandat est de conseiller les ministres sur toutes questions relatives à l'éducation des Franco-Ontariens de la pré-maternelle à l'université.

ACTS

ACTS

EDUC 31

The following is a list of Acts administered by the Ministry of Education. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's Legislation Branch or information/communications branch.

Education Act

Essex County French-language Secondary School Act, 1977

Lake Superior Board of Education Act

Ontario Institute for Studies in Education Act

Ontario School Trustees' Council Act

Provincial Schools Negotiations Act

School Boards and Teachers Collective Negotiations Act

School Trust Conveyances Act

Teaching Profession Act

MINISTRY OF ENERGY

56 Wellesley St. W.
Toronto M7A 2B7

An Advisory Committee on Energy, appointed by an Order in Council in August, 1971, recommended that a separate Ministry for Energy be established which would develop a comprehensive and coordinated energy policy for the Province. At that time, energy matters in Ontario were affected by 38 major acts and 9 ministries were involved to varying degrees. This recommendation was accepted and a new ministry, under the Ministry of Energy Act, was established in 1973.

The following groups, each under the direction of an executive coordinator or equivalent, were part of the new ministry: Energy Technology, Information and Analysis, Legal Services and Conventional Energy. This structure remained until August, 1977, when an Energy Conservation Group was formed, its functions replacing most of those of the Energy Technology Group which ceased to exist about a year later. This new group included information service to the public. The Information and Analysis Group, which had provided library services and statistical information rather than general public information, was renamed Strategic Planning and Analysis Group, to avoid confusion and to reflect its changing role.

In October, 1977, the Energy Conservation Group expanded to become the Conservation and Renewable Energy Group. This organization was divided into two groups in 1983.

In February, 1981, the Communications Group was created due to increasing demand for communication services. Staff previously with Conservation and Renewable Energy Groups Information Services unit were merged with other communications staff in the Ministry to allow for more effective planning and delivery of communications services.

In November, 1984, the organization was re-structured. The Ministry is now organized into the following divisions: Policy and Planning division, Programs and Technology Division, Communication and Management Services Division and Legal Services Branch.

MINISTRY OF ENERGY

In Toronto, Call 416-965-2459
Elsewhere in Ontario, Ask
Operator for Zenith 80420

ENERGY 1

The Ministry of Energy ensures that Ontario has an adequate and secure supply of **energy** that meets the needs of Ontario residents and industry at reasonable prices in a manner consistent with the protection of the environment. To fulfill this responsibility the Ministry works with other ministries, agencies of the government and with the energy sector. Functions include reviewing and advising on energy matters and policy; maintaining liaison between the government and **Ontario Hydro**; applying policy by coordinating the government's energy-related activities supporting research development and demonstration of energy technologies; promoting effective and efficient use of energy, and by interventions before provincial and federal tribunals. The Minister of Energy reports to the Legislature for Ontario Hydro, the **Ontario Energy Board** and the **Ontario Energy Corporation** which function independently of the Ministry. For general information on this Ministry, call the numbers listed above. The Ministry's programs and agencies are described in the entries that follow.

LEGAL SERVICES BRANCH

ENERGY 2

56 Wellesley St. W., 12th Flr.

Toronto M7A 2B7

416-965-6251

Legal Services Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing contracts, representing the Ministry before tribunals, etc.. The Legal Services Branch is responsible to the Attorney General's Office.

COMMUNICATION AND MANAGEMENT SERVICES DIVISION

COMMUNICATION AND MANAGEMENT
SERVICES DIVISION

ENERGY 3

56 Wellesley St. W. 12th Floor

Toronto M7A 2B7

416-965-1467

The Communication and Management Services Division provides communication services for the Ministry and its line components and provides services to promote and support effective management of the Ministry's resources. Within the Division is the Communication Services Branch and the Management Services group. The Management Services group is composed of the Office of the Comptroller, the Staff Services Section, the Information Systems Section, the Evaluation and Audit Office and the Affirmative Action Coordinator.

The Ministry's **reference library** (965-9174) and **reading room**, which is part of this division, service the needs of staff and are also open to the public (on an appointment-only basis) to give access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry.

AFFIRMATIVE ACTION PROGRAM

ENERGY 4

56 Wellesley St. W., 9th Flr.

Toronto M7A 2B7

416-965-3869

The Ministry's Affirmative Action Program coordinator plans and supports line managers by developing, promoting and coordinating the **Affirmative Action Program** to improve the status of Ontario government female employees in the Ministry, ensuring equal opportunity for women. Activities include counselling of the Ministry's female employees on job related issues and career goals.

COMMUNICATION SERVICES BRANCH

ENERGY 5

56 Wellesley St. W.

Toronto M7A 2B7

In Toronto, call 416-965-3246

Elsewhere in Ontario, ask

Operator for Zenith 80420

The Communication Services Branch provides information on **energy**. General inquiries and inquiries on **energy** policy, research, conservation and renewable energy technology should be directed to 965-3246. Communication Services is also responsible for the devel-

opment of programs for public relations and community events, including display shows, conferences, seminars, media events and openings. The branch coordinates and directs production of materials such as audio-visuals, publications and exhibits. A key function of the section is to offer advice to the Ministry on its various programs dealing with effective communication strategies, promotion and distribution planning, and marketing.

ENERGY POLICY AND PLANNING DIVISION

ENERGY POLICY AND PLANNING DIVISION

ENERGY 6

56 Wellesley St. W., 11th Flr.
Toronto, M7A 2B7
In Toronto call 416-965-3246
Elsewhere in Ontario, ask
Operator for Zenith 80420

The Energy Policy and Planning Division is responsible for the development, review and presentation of policies and priorities related to the supply, demand and pricing of all forms of energy. It is also responsible for the analysis and collection of available energy information to provide a framework for policy and program initiatives. Within the Division are the Oil and Gas Section; the Electricity Section; the Economics and Forecasts Section; the Finance, Rates and Utilization Section and the Contingency Planning Section.

OIL AND GAS SECTION

ENERGY 7

56 Wellesley St. W., 11th Flr.
Toronto M7A 2B7
416-965-3634

The Oil and Gas Section provides analyses and policy advice on issues relating to the supply, distribution and pricing of crude **oil**, **petroleum** products, **petrochemical** feedstocks and **natural gas**. It advocates Ontario's position to the federal government and other jurisdictions, and represents Ontario's interest before regulatory hearings. It provides policy advice and analyses on the role, supply and pricing of alternative **fuels**.

ELECTRICITY SECTION

ENERGY 8

56 Wellesley St. W., 11th Flr.
Toronto M7A 2B7
416-965-1593

The Electricity Section provides analyses and policy advice, including environmental issues, relating to the means of generating electricity and its distribution by Ontario Hydro, municipal utilities and the private sector. It advocates Ontario's position to the federal government and other jurisdictions, including representing Ontario's interest before regulatory hearings.

It encourages the economic development and utilization of indigenous **hydraulic** resources and provides policy advice and analysis on the role of alternative **electrical** generation.

ECONOMICS AND FORECASTS SECTION**ENERGY 9**

56 Wellesley St. W., 11th Flr.
 Toronto M7A 2B7
 416-965-7939

The Economics and Forecasts Section collects and disseminates statistical information on Ontario's **energy** situation. It gives advice and prepares analyses on economic developments internationally and within Canada and the impact of **energy** environment changes on the national and provincial economies. This section assists in developing policies on revenue sharing, taxation, deregulation and pricing of all energy forms. It forecasts **energy** prices and primary and secondary energy demand in Ontario.

FINANCE, RATES AND UTILIZATION SECTION**ENERGY 10**

56 Wellesley St. W., 11th Flr.
 Toronto M7A 2B7
 416-965-0269

The Finance, Rates and Utilization Section provides advice and analyses on the financial impact of changes in the energy environment and energy policy on the energy industry, government and the private sector. This section examines the impact on the energy sector of changes in the business and financial environment, tax policy and program financing. Policy advice and analysis is given on rates, tolls and tariffs for the sale, **transportation** and distribution of **energy** and the efficient use of energy by business, industry and individuals.

CONTINGENCY PLANNING SECTION**ENERGY 11**

56 Wellesley St. W., 11th Flr.
 Toronto M7A 2B7
 416-965-7818

The Energy Contingency Planning Section provides analyses, policy advice and coordination on the development, maintenance and implementation of an effective provincial contingency plan for a possible future **oil** shortage. It advocates Ontario's position to the federal government, other provincial governments and municipal governments.

PROGRAMS AND TECHNOLOGY DIVISION**PROGRAMS AND TECHNOLOGY DIVISION****ENERGY 12**

56 Wellesley St. W., 10th Flr.,
 Toronto M7A 2B7

The Programs and Technology Division develops programs and activities to encourage the development and use of conservation, demand management and alternative energy options.

The division maintains expertise and awareness of energy technologies, products and services and provides assistance to government, municipalities, industry and the general public.

The management of programs and the provision of information is carried out through four operational sections: Conservation and Community Programs Section; Industry and Transportation Programs Section; Research and Energy Technology Section, and Technology Development Section.

CONSERVATION AND COMMUNITY PROGRAMS SECTION

ENERGY 13

56 Wellesley St. W., 10th Flr.

Toronto M7A 2B7

416-965-4618 Government and Public Institutional

416-965-6307 Consumer Residential

416-965-8190 Municipal/Commercial

416-965-0958 Educational

The Conservation and Community Programs Section develops and implements **energy conservation** programs for **consumers**, homeowners, public and secondary **schools**, religious and commercial **buildings** and government/public institutional and **municipal** buildings. The Ministry provides **grants** for **energy** management for government/public institutional and municipal buildings. Services include technical advice, publications, displays, seminars, resource material, **films**, **curriculum** development and teaching aids.

INDUSTRY AND TRANSPORTATION PROGRAMS SECTION

ENERGY 14

56 Wellesley St. W., 10th Flr.,

Toronto M7A 2B7

416-965-0763 Small Hydro Encouragement Program

416-965-0840 Ontario Grain Dryer Retrofit Assistance Program

416-965-0840 Greenhouse Energy Efficiency Incentive Program

416-965-2984 Transportation Energy Management

416-965-9297 Energy Efficient Processes

The Industry and Transportation Programs Section develops and implements programs for **energy** management and energy efficiency measures designed for the private sector. The Ministry provides **grants** through the **Small Hydro Encouragement Program**, the **Greenhouse Energy Efficiency Incentive Program** and the Ontario **Grain Dryer Retrofit Assistance Program**. Assistance is also provided for **Transportation** Energy Management and for the adaptation of energy efficient processes. Services include technical advice, publications, displays, films, seminars and conferences.

ENERGY TECHNOLOGY DEVELOPMENT SECTION

ENERGY 15

56 Wellesley St. W., 10th Flr.

Toronto M7A 2B7

416-965-0367 Alternative Transportation Fuels

416-965-0758 Energy from Waste

416-965-0758 Energy Efficient Processes

416-965-0443 Residential and Building Technologies

416-965-0443 Renewable Energy Technologies

The Energy Technology Development Section develops and manages **energy technology** activities to assist the private sector to develop technologies for energy **conservation** and energy supply options. Assistance is available through the provision of advice and information and through **financial assistance** to share the risk of specific energy technology development. Section activities deal with alternative transportation **fuels** including propane, natural gas for vehicles, diesel substitution and methanol blends; the demonstration of energy from **waste** and the management of a municipal solid waste program; the

development of remote electrical power. In addition, the section is involved with energy efficient processes concerning gas and residential and building technologies.

ENERGY TECHNOLOGY RESEARCH SECTION

ENERGY 16

56 Wellesley St. W., 10th Flr.

Toronto M7A 2B7

416-965-3478 Electro-Technology

416-965-0309 Fuels Research

416-965-8059 Advanced Energy Systems

The Energy Technology Research Section develops and manages energy technology activities to assist **industry** and the **research** community to increase energy supply options and improved efficiency. Services include technical advice, information, coordination and matching of diverse research activities and industry interest. **Funding assistance** is available to share the risk of specific energy **research**. Current activities deal with **electro-technology** projects including **plasma** applications in metallurgy and **waste** destruction, high temperature **heat pumps**, **microwaves** and other forms of radiant heat; **fuels** research including production of synthetic fuels from biomass and fossil fuels and **natural gas research** related to industrial applications and alternative transportation fuels; advanced **energy** systems include bioconversion technologies, hydrogen fuel cells, batteries and fusion technologies.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch.

ONTARIO ENERGY BOARD

ENERGY 17

14 Carlton St., 9th Flr.

Toronto M5B 1J2

416-598-4000

The Ontario Energy Board has jurisdiction over **energy** related matters including: regulation of **natural gas** rates; municipal franchise approvals; hydrocarbon pipeline construction and related environmental concerns; **expropriations** for utility access; and control of utility accounting procedures.

No natural gas utility operating in Ontario under the Board's jurisdiction can change its rates, construct certain facilities or enter into franchise agreements with **municipalities** without first obtaining the approval of the Board through the public hearing process.

Upon reference being made to it, the Board also acts in an advisory role to the Minister of Energy with regard to **Ontario Hydro**, to the Minister of Natural Resources respecting certain oil and gas production concerns and to the Lieutenant Governor in Council on other **energy** matters.

ONTARIO ENERGY CORPORATION

ENERGY 18

101 Bloor St. W., 5th Flr.

Toronto M5G 1P7

416-926-4200

The Ontario Energy Corporation (OEC) was established by the Government of Ontario

in 1975 to implement government energy policies through investment in energy ventures. The Corporation invests in new energy technologies and in energy exploration, primarily with private sector partners. The OEC has established four subsidiary companies through which most of its investments are managed. **Ontario Energy Ventures Ltd.** is a participant in commercially attractive projects which explore creative alternatives to conventional sources of energy or involve new energy technologies. **Ontario Energy Resources Ltd.** is a holding company for the Corporation's 25 per cent interest in **Suncor Inc.** **Onexco Oil & Gas Ltd.** invests in ventures which explore for and develop oil and natural gas throughout Ontario and Canada. **Onexco Minerals Ltd.** is involved in energy minerals exploration. In addition, Onexco Oil and Gas Ltd. is a two-thirds owner of **Trillium Exploration Corporation**, which explores for oil and gas on frontier prospects.

ONTARIO HYDRO

ENERGY 19

700 University Ave.
Toronto M5G 1X6
416-592-5111

Ontario Hydro supplies electrical energy to the people of Ontario indirectly through 316 associated municipal utilities, and directly to more than 779,000 rural customers. The **Ontario Hydro Electrical Inspection Program** (592-3721) provides technical guidance to consultants, contractors, architects, manufacturers and customers on problems concerning installation of electrical equipment and adherence to the **Electrical Safety Code Book**. Its **Rural Electrical Service and Billing Inquiry Program** (592-3731) answers inquiries on policy and practices from rural services. It operates **Nuclear Communications Centres** in Pickering (416-839-0465), Bruce (519-368-8687) and Darlington (416-623-7122) to provide educational information to the public on nuclear power. Ontario Hydro reports to the Legislature through the Minister of Energy. The **Ontario Hydro Public Reference Centre** has information and documentation on Ontario Hydro and general pamphlet material on energy (592-3331). Ontario Hydro regional offices are listed below.

93 Bell Farm Rd.
Barrie L4M 1H1
705-728-5521
(Georgian Bay Region)

590 Graham Dr.
P. O. Box 3060
North Bay P1B 8L4
705-472-8000
(Northeastern Region)

420 Dundas St. E.
Belleville K8N 5C3
613-966-6502
(Eastern Region)

34 Cumberland St. N., Rm. 304
Thunder Bay P7A 4L5
807-344-2411
(Northwestern Region)

1075 Wellington Rd. S.
London N6E 1M1
519-681-1390
(Western Region)

5760 Yonge St.
Willowdale (Metro Toronto) M2M 3T7
416-222-2571
(Central Region)

ACTS

ACTS

ENERGY 20

The following is a list of Acts administered by the Ministry of Energy. For information

on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Ministry of Energy Act
Ontario Energy Board Act
Ontario Energy Corporation Act
Power Corporation Act
Power Corporation Insurance Act
Rural Hydro-Electric Distribution Act
Rural Power District Loans Act

MINISTRY OF THE ENVIRONMENT

135 St. Clair Ave. W.
Toronto M4V 1P5
416-965-7117

The goal of the Ministry of the Environment is to achieve and maintain a quality of the environment, including air, water and land, that will protect human health and the ecosystem and will contribute to the well-being of the people of Ontario.

The Ministry was established on April 1, 1972, by the Ministry of the Environment Act under Part X of An Act To Provide For The Reorganization Of The Government Of Ontario. The Ministry assumed the powers, duties and functions of the then Department of the Environment.

The responsibilities assumed from the Department of the Environment were air management including abatement, approvals and criteria; meteorology and air quality; phytotoxicology; auto emission control and related laboratories; waste management.

The following powers, duties and functions were transferred from various departments to the Ministry of the Environment: management of the quality and quantity of water including sanitary engineering, industrial wastes, water resources environment quality, laboratory and research from the Ontario Water Resources Commission (OWRC); provision of sewage and water facilities and relative funding from the OWRC; environmental health services regarding regulation of septic tanks from the Department of Health.

DEPUTY MINISTER'S OFFICE

COMMUNICATIONS BRANCH

MOE 1

135 St. Clair Ave. W., 6th Flr.
Toronto M4V 1P5
416-965-7117

Communications Branch informs the public, client groups and the media about the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. The branch provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, and producing and distributing publications, news releases and audio-visual materials.

The technical **library** on the ground floor (965-7978) operates the ministry **reading room** which provides public access to ministry publications, statutes and some manuals and internal procedures used by the Ministry. This library and another at Resources Rd. (248-3408) provide technical information on environment related matters to the staff of the Ministry and to members of the public.

LEGAL SERVICES BRANCH

MOE 2

135 St. Clair Ave. W., 11th Flr.
Toronto M4V 1P5
416-965-2684

Legal Services Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services

such as preparing litigation, the settlement of claims, acting at court hearings, etc.. The Legal Services Branch is responsible to the Attorney General's Office.

POLICY AND PLANNING BRANCH

MOE 3

135 St. Clair Ave. W., 12th Flr.

Toronto M4V 1P5

416-965-7984

The Policy and Planning Branch coordinates the development of Ministry policy including the socio-economic and financial components. The branch also develops and maintains the Ministry's strategic and operational planning processes and coordinates scientific research.

FINANCE AND ADMINISTRATION DIVISION

AFFIRMATIVE ACTION OFFICE

MOE 4

40 St. Clair Ave. W., 6th Flr.

Toronto M4V 1P5

416-965-1027

The office plans, develops, coordinates and monitors the **Affirmative Action Program** for the women in the Ministry. The overall objective of the program is to provide equal opportunity for employment, to integrate all modules and categories to a minimum of 30 per cent female representation and raise the level of women into higher pay levels.

FRENCH LANGUAGE SERVICES

MOE 5

135 St. Clair Ave. W., 6th Flr.

Toronto M4V 1P5

416-965-5779

The French Language Services Coordinator implements within this Ministry, the government's policy on French language services (the provision of such services to the Franco-Ontarian public).

SERVICES EN FRANCAIS

Le coordonnateur des services en français de ce Ministère est responsable de la mise en oeuvre de la politique du gouvernement en matière de services en langue française (services aux Franco-Ontariens en langue française).

ACCOUNTS BRANCH

MOE 6

135 St. Clair Ave. W., 4th Flr.

Toronto M4V 1P5

416-965-6981

The Accounts Branch provides financial control and support services to the Ministry by: processing suppliers' invoices, employees' expenses, and charges from other ministries; maintaining accounts; maintaining the Ministry's financial information system; producing and analyzing the monthly financial reports; producing the Public Accounts and distributing cheques. The branch advises management on financial matters. In addition, the Ministry of the Environment's Accounts Branch looks after the development and maintenance of a common financial system called **COBIS** that is used by several other ministries.

CAPITAL FINANCING AND REVENUE BRANCH

MOE 7

135 St. Clair Ave. W.

Toronto M4V 1P5

416-965-3573

Capital Financing and Revenue Branch provides financial management and administration for the Ministry's capital, grants and cost sharing programs for Ontario municipalities. This includes the calculation of financing terms and operating costs and grant claims, making claims under Federal/Provincial cost sharing agreements and billing and collecting revenue for **water** and **sewage** service to municipalities.

Contact the regional or district office listed under the Regional Operations Division, see Regional Operations Division, MOE 34.

MANAGEMENT AUDIT BRANCH

MOE 8

40 St. Clair Ave. W.

Toronto M4V 1M2

416-965-4173

Management Audit Branch is responsible for the Ministry's audit functions which include the review and appraisal of Ministry accounting, financial, and operational controls.

HUMAN RESOURCES AND PERSONNEL DEVELOPMENT BRANCH

MOE 9

40 St. Clair Ave. W., 6th Flr.

Toronto M4V 1M2

416-965-1027

Human Resources and Personnel Development Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. It is responsible for the establishment of ministry personnel policies and procedures, the application of appropriate classification and compensation levels for all ministry positions, staff recruitment, employee counselling, the investigation and presentation of employee grievances, and all matters affecting job classification, working conditions and performance. The branch coordinates the **youth** and special **employment** programs and implements the ministry's personnel, payroll and employee benefits. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

The branch is also responsible for the development of the ministry's **safety** policy and safety training programs and the 'technical training' of staff involved with **pollution control**. The Training and Certification Section (456-0895) offers a program of courses and workshops which promote increased effectiveness and efficiency of the staff of **industries, municipalities** and government agencies in activities designed to control pollution and to protect and **conserve** the natural **environment**. It promotes and administers **certification** programs including those for provincial environmental officers and municipal noise control officers. It conducts liaison with provincial, federal and international agencies on training and certification matters.

OFFICE OF ADMINISTRATIVE SERVICES

MOE 10

135 St. Clair Ave. W., 5th Flr.

Toronto M4V 1P5

416-965-3993

The Office of Administrative Services provides administrative support services to the Ministry. It provides purchasing and office support services and ensures compliance with the Ontario Government's administrative policies and procedures.

OFFICE OF SYSTEMS DEVELOPMENT

MOE 11

135 St. Clair Ave. W., 6th Flr.

Toronto M4V 1P5

416-965-6951

The Office of Systems Development provides developmental and operating support for the ministry's computerized information systems.

INTERGOVERNMENTAL AND STRATEGIC PROJECTS DIVISION

INTERGOVERNMENTAL AND STRATEGIC
PROJECTS DIVISION

MOE 12

The Intergovernmental and Strategic Projects Division provides a responsive structure to deal with designated issues which have a high profile and require coordinated and integrated action by the Ministry.

The division coordinates the development of environmental standards for hazardous contaminants and manages the use of pesticides.

HAZARDOUS CONTAMINANTS COORDINATION
BRANCH

MOE 13

135 St. Clair Ave. W., Ste. 100

Toronto M4V 1P5

416-965-5115

The Hazardous Contaminants Coordination Branch coordinates both the assessment of the significance of hazardous **contaminants** and the subsequent establishment of **standards** for their control. A consulting and educational service is provided for the use of **pesticides** and other chemicals; hazardous contaminating substances in the environment are identified and procedures are recommended for their management. The branch liaises with other branches of the Ministry and provincial, federal and overseas agencies and administers the **Pesticides Act** and Regulations.

The Administrative Services Section provides administrative support services to the branch. Educational material is made available to applicants for operator and/or **exterminator** licences, examinations are scheduled and the appropriate **licences** are issued for the sale and use of **pesticides**.

HAZARDOUS CONTAMINANTS COORDINATION
BRANCH

MOE 14

AGRICULTURAL AND INDUSTRIAL
CHEMICALS SECTION

135 St. Clair Ave. W., Ste. 100
 Toronto M4V 1P5
 416-965-5115

The Section consists of two units: the Biological Agents Unit and the Chemical Agents Unit. The Biological Agents Unit ensures the safe and effective use of **pesticides** and provides technical support to the Pesticide Control Program and the Ontario Pesticides Advisory Committee. The unit advises the public on matters related to the **control** of **pests** and in conjunction with **municipalities**, provides **grants** for **termite control**.

The Chemical Agents Unit identifies the risk potential of **contaminants** so that the required standards can be set. It provides technical advice and information on industrial **chemicals** to other branches and to the public and liaises with different levels of government pertaining to the management of hazardous contaminants.

HAZARDOUS CONTAMINANTS COORDINATION
BRANCH

MOE 15

STANDARDS DEVELOPMENT SECTION

135 St. Clair Ave. W., Ste. 100
 Toronto M4V 1P5
 416-965-5115

The Standards Development Section is responsible for the development of comprehensive standards for selected high priority **contaminants**. In addition, the section coordinates the standard setting activities of the Ministry through the Standards Steering Committee.

INTERGOVERNMENTAL RELATIONS OFFICE

MOE 16

135 St. Clair Ave. W., 12th Flr.
 Toronto M4V 1P5
 416-965-5115

The Intergovernmental Relations Office advises the Ministry of external **environmental** policy and program developments; coordinates the Province's environmental policies and programs with those of other governments and supervises their implementation in intergovernmental agreements; represents the Ministry and provides liaison in the development of coordinated intergovernmental policies and programs.

ACIDIC PRECIPITATION IN ONTARIO
STUDY COORDINATION OFFICE (A.P.I.O.S.)

MOE 17

40 St. Clair Ave. W., 6th Flr.
 Toronto M4V 1M2
 416-965-2214

The A.P.I.O.S. Coordination Office was established in 1979 to plan and coordinate the science and abatement activities of the multibranch, multidisciplinary **Acidic Precipitation In Ontario Study**. The overall mandate for the A.P.I.O.S. program is to protect Ontario's environment from the detrimental effects of acid precipitation and other air pollutants subject to long range transport. The Coordination Office has responsibility for al

aspects of Ontario's **acid rain** program including policy, science, abatement and legal activities and the provision of **information** to the public.

**DETROIT, ST. CLAIR, ST. MARY'S RIVERS
IMPROVEMENT TEAM**

MOE 18

265 Front St. N., Ste. 109
Sarnia N7T 7X1
519-336-4030

The Team coordinates the Ministry's activities and provides a strategy for future abatement, assessment and monitoring of the Detroit River, Lake St. Clair, the St. Clair River and the St. Mary's River. The Team also represents the Ministry on the Bi-National Upper Great Lakes Connecting Channels Study.

NIAGARA RIVER IMPROVEMENT TEAM

MOE 19

119 King St. W., 12th Flr.
Hamilton L8N 3Z9
416-521-7640

The Niagara River Improvement Team was formed by the Minister of the Environment in November 1981, to provide a focus for the Ministry's efforts to clean up the Niagara River.

The Team is responsible for monitoring Canadian and American **waste** discharges, reviewing discharge permits, and for recommending changes in those permits. In addition, the effects on the environment of **waste** disposal sites on both sides of the border are being assessed, and recommendations for appropriate remedial measures are being developed. Activities involve close liaison with Environment Canada, the U.S. Environmental Protection Agency, and the New York State Department of Environmental Conservation.

For further information, contact the Niagara River Coordinator at the above address.

ENVIRONMENTAL SERVICES DIVISION

**AIR RESOURCES BRANCH
AIR QUALITY AND METEOROLOGY SECTION**

MOE 20

880 Bay St., 4th Flr.
Toronto M5S 1Z8
416-965-4081

The Air Quality and Meteorology Section compiles air quality **statistics** from the monitoring instruments across Ontario and prepares air quality reports for the guidance of the regional offices in controlling emissions. It produces the **Air Pollution Index** (248-7176) which informs the public about air quality in Ontario cities. The section conducts mobile air **surveys**; atmospheric chemistry **research**; and the deposition monitoring program to produce information needed to abate special air pollution problems and **acid rain**. It assists in setting air quality objectives and emission standards.

AIR RESOURCES BRANCH
EMISSION TECHNOLOGY AND
REGULATION DEVELOPMENT SECTION

MOE 21

880 Bay St., 4th Flr.
Toronto M5S 1Z8
416-965-5776

The Emission Technology and Regulation Development Section develops **air** quality criteria, standards, guidelines and regulations for the Ministry. It reviews air quality aspects of **environmental assessment** and **land use** change; develops and maintains expertise on new and existing air pollution control technology; undertakes source emission measurements, witnesses and evaluates source emission tests done by others and develops source testing codes. It administers the environment **research** program related to **air contaminants**, their measurement and impact; coordinates the branch's hazardous contaminants program; assesses **air pollution** in Ontario as it relates to automotive-derived pollutants and plans and controls ministry strategy in dealing with these pollutants. The section performs emission tests of **vehicles** and used car lot inspections to ensure compliance with auto emission standards in the **Environmental Protection Act**. Regional offices are listed under the Ministry of the Environment, Operations Division, MOE 34.

AIR RESOURCES BRANCH
PHYTOTOXICOLOGY SECTION

MOE 22

880 Bay St., 4th Flr.
Toronto M5S 1Z8
416-965-4516

The Phytotoxicology Section investigates complaints and conducts assessment surveys in the vicinity of **industries** for information on the effects of **air pollution** on **soils** and **vegetation** of all types (**forests**, **agricultural crops**, **ornamental plants**) throughout Ontario for environmental management purposes. It provides technical reports to complainants about alleged sources of pollution, for use in negotiating vegetation damage claims. The section conducts experiments in controlled environment facilities to help formulate **air** quality criteria and standards. It conducts research on effects of **acidic precipitation** (e.g. acid rain) on terrestrial systems. Regional offices are listed under Ministry of the Environment, Operations Division, MOE 34.

ENVIRONMENTAL ASSESSMENT BRANCH

MOE 23

135 St. Clair Ave. W., 7th Flr.
Toronto M4V 1P5
416-965-3980

The Environmental Assessment Branch coordinates the development and administration of the **Environmental Assessment Act** and its regulations. The Act requires proponents of major projects (who are subject to the Act, e.g., municipalities, provincial ministries and agencies, conservation authorities) to submit an **environmental assessment** showing why the project is needed and why it was selected from a range of alternatives which were evaluated. The branch coordinates reviews of the **environmental assessment** to provide information and advice to decision makers, proponents and the public on the acceptability of the environmental assessment and approvability of the undertaking. Public records containing the **environmental assessment** and its review are maintained in the branch and are available to the public. The branch provides advice on requirements of the Environ

mental Assessment Act, as well as opinions on the status of the undertakings subject to the Act and its regulations and orders.

LABORATORY SERVICES BRANCH

MOE 24

Resources Rd., Box 213

Rexdale M9W 5L1

416-248-3015

Laboratory Services Group provides ministry branches with analytical support for their **environmental assessments** and **pollution control** programs. It participates in planning programs requiring analytical expertise and assists in analytical data interpretation. It updates analytical methods and develops procedures for measuring new environmental pollutants. The branch participates in **environmental research** projects aimed at clarifying the interaction of atmospheric and aquatic pollutants with the environment and their effect on human **health**. The Central **Laboratory** in Toronto advises the regional laboratories in Thunder Bay, London and Kingston (addresses listed below).

Southeastern Regional Laboratory

c/o Kingston Regional Office

133 Dalton St., P. O. Box 820

Kingston K7L 4X6

613-549-4000

Northwestern Regional Laboratory

421 James St. S.

Thunder Bay P7E 2V6

807-475-1275

Southwestern Regional Laboratory

c/o London Regional Office

985 Adelaide St. S.

London N6E 1V3

519-681-3600

WASTE MANAGEMENT BRANCH

MOE 25

INDUSTRIAL WASTE MANAGEMENT POLICY SECTION

40 St. Clair Ave. W., 5th Flr.

Toronto M4V 1P5

416-965-9668

The Waste Management Branch coordinates programs concerned with the management, processing and disposal of waste. The Industrial Waste Management Policy Section deals with **pollution** by **industry**, including **hazardous waste**, industrial sludges and pretreatment residues, liquid industrial wastes and their disposition at **waste** disposal sites. It coordinates the **waste** generator registration program and manifest system under Regulation 309, related federal-provincial activities and provides technical support regarding industrial waste management. Contact regional or district offices listed under Ministry of the Environment, Operations Division, MOE 34 for complaints on related pollution.

WASTE MANAGEMENT BRANCH

MOE 26

MUNICIPAL WASTE MANAGEMENT POLICY SECTION

40 St. Clair Ave. W., 5th Flr.

Toronto M4V 1P5

416-965-9671

The Waste Management Branch coordinates programs concerned with the management, processing and disposal of waste. Municipal Waste Management Policy Section develops

and implements a comprehensive **waste** management program including new procedures for resource recovery and **recycling**, especially for **energy** conservation. It operates a full scale experimental plant for technology **research** and market development and provides **grants** for selected technology demonstration projects. It promotes and provides incentives for source separation or **recycling** projects (recovery of waste newspaper, glass and cans from residential and commercial garbage).

WASTE MANAGEMENT BRANCH TECHNOLOGY ASSESSMENT SECTION

MOE 27

40 St. Clair Ave. W., 5th Flr.
Toronto M4V 1P5
416-965-4120

The Technology Assessment Section conducts research and evaluates and develops technology for the treatment and safe disposal of **municipal** and **industrial** wastes, including **hazardous wastes**, using high temperature incineration, physical/chemical treatment, biological treatment, solidification, etc.. The section develops technology and produces guidelines for the design, siting and operation of **landfills**; evaluates complex hydrogeological studies on new landfill proposals and provides hydrogeological expertise in the investigation of problem **waste** sites.

WATER RESOURCES BRANCH ADMINISTRATIVE AND DATA SECTION

MOE 28

1 St. Clair Ave. W., 4th Flr.
Toronto M4V 1K6
416-965-6141

The Administrative and Data Section performs the administrative functions of the branch and coordinates the design, development and implementation of **systems** that store, retrieve and process data related to the programs of the Water Resources Branch.

WATER RESOURCES BRANCH LIMNOLOGY SECTION

MOE 29

Resources Rd.
Rexdale M9W 5L1
416-248-3058

The Limnology Section does **research** on relationships between aquatic organisms and the **water** environment (e.g., problem **weed** species, aquatic weed harvesting). Limnology Unit monitors water quality in recreational **lakes** and assesses and develops lake restoration methods. The section conducts a major program on the effects of **acidic precipitation** on the aquatic environment.

WATER RESOURCES BRANCH AQUATIC CONTAMINANTS SECTION

MOE 30

1 St. Clair Ave. W., 4th Flr.
Toronto M4V 1K6
416-965-6954

The Aquatic Contaminants Section coordinates procedures to assess the significance of **hazardous substances** on aquatic life using both laboratory (MOE Rexdale Laboratory Complex) and field techniques. **Contaminants** (e.g., mercury, PCB) in **fish** are monitored and consumption advice to anglers is made available through the annual publica-

tion 'Guide to Eating Ontario Sport Fish' and through telephone inquiries. The section also develops environmental protection criteria (provincial water quality objectives) and provides general advice on aquatic environmental contaminants. **Industrial** affluent **toxicity** testing is carried out by the section. Other procedures are used to assess acute and chronic, lethal and sub-lethal, mutagenic and genotoxic effects on aquatic organisms.

WATER RESOURCES BRANCH

MOE 31

GREAT LAKES SECTION

1 St. Clair Ave. W., 4th Flr.

Toronto M4V 1K6

416-965-4590

The Great Lakes Section provides surveillance, investigations and assessments of near-shore areas, embayments, harbours and connecting channels of the **Great Lakes**. Activities include: examining biological, chemical and physical processes as they are affected by pollutant inputs and climatic conditions; determining **water** use suitability and interference and investigating trends toward improvement or degradation; providing warning of emerging problems; recommending abatement measures for the correction of existing problems and prevention of further degradation; assessment of effectiveness of remedial action programs; fulfillment of requirements under the Canada/Ontario Agreement involving the provision of surveillance data to and assisting the International Joint Commission in the evaluation of progress in meeting objectives contained in the Canada/U.S. Water Quality Agreement. The section also coordinates branch reviews of **environmental assessments** as they relate to impact on water resources and assessments of major marine construction and Ontario Hydro activities.

WATER RESOURCES BRANCH

MOE 32

DRINKING WATER SECTION

1 St. Clair Ave. W., 3rd Flr.

Toronto M4V 1K6

416-965-2105

The Drinking Water Section's plans, policies and strategies focus on the provision of safe **drinking water**. It maintains a data base and provides technical advice and support on all aspects of **drinking water** treatment and distribution and groundwater quality and quantity management. The section initiates, develops, evaluates and implements drinking water and ground water management **research** programs. Through the preparation of reports, technical papers, presentations and participation in the Ministry's Training and Certification Program, the section keeps MOE staff, other agencies and the public informed about **drinking water** and ground water management technology.

WATER RESOURCES BRANCH

MOE 33

WATER AND WASTEWATER MANAGEMENT SECTION

1 St. Clair Ave. W., 7th Flr.

Toronto M4V 1M2

16-965-1655

16-965-6194

The Water and Wastewater Management Section provides for the protection of receiving waters from **industrial** and **municipal** point sources and urban and rural non-point sources of wastewater discharges and **land drainage**. It develops pollution control policies, plans, guidelines and strategies and maintains information data bases on **industrial**

and **municipal wastewater** treatment facilities and surface water quantity and quality. Specific activities include receiving water impact assessment, watershed management studies, **pollution** control planning and urban **drainage** management. Contact regional or district offices listed under the Ministry of the Environment, Operations Division, MOE 34.

OPERATIONS DIVISION

OPERATIONS DIVISION

416-965-5115

MOE 34

The Operations Division delivers all Ministry services to municipalities, individuals and corporations through a network of regional, district and sub-offices throughout Ontario. See other entries under this Ministry for individual descriptions of its programs. In addition, all offices investigate complaints and determine the feasibility of project proposals.

The division is organized functionally into three sections. The Abatement Section regulates and controls the amount of **pollutants** emitted by **industries** controls **pollution** by **municipalities** and individuals; inspects commercial **water** and **sewage** treatment facilities and **waste** disposal sites; conducts special environmental **research** surveys and studies, e.g., **lakes** and **cottages**; administers funds from the **Waste Management Improvement Fund** to upgrade municipal waste disposal sites; and issues **licences** under the **pesticides** control program. The Utility Operations section provides assistance to **municipalities** regarding provincially-funded **water** and **wastewater** treatment plants. The Technical Support section conducts monitoring, study and analysis of specific projects and ambient **air**, **land** and **water** conditions.

There is a regional manager in each regional office in charge of one of the above functions. In all district offices there is one district officer in charge of Abatement. The Ministry offices are listed below. If local office is outside toll-free calling area, ask operator for Zenith 33220 for toll-free service.

CENTRAL REGION

Regional & District Office

7 Overlea Blvd., 4th Flr.

Toronto M4H 1A8

416-424-3000

Barrie District Office

12 Fairview Rd.

Barrie L4N 4P3

705-726-1730

Muskoka-Haliburton District Office

Gravenhurst P0C 1G0

705-687-3408

South Peel Area System

920 East St.

Mississauga L5E 1W6

416-274-6710

Halton-Peel District Office

1226 White Oaks Blvd.

Oakville L6H 2B9

416-844-5747

District Office

139 George St. N.

Peterborough K9J 3G6

705-743-2972

NORTHEASTERN REGION

Regional & District Office

199 Larch St.

Sudbury P3E 5P9

705-675-4501

District Office
1500 Fisher St.
Northgate Plaza
North Bay P1B 2H3
705-476-1001

District Office
74 Church St.
Parry Sound P2A 1Z1
705-746-2139

District Office
445 Albert St. E.
Sault Ste. Marie P6A 2JP
705-949-4640

District Office
83 Algonquin Blvd. W.
Timmins P4N 2R4
705-264-9474

NORTHWESTERN REGION

Regional & District Office
P. O. Box 5000
435 James St. S.
Thunder Bay P7C 5G6
Regional Office: 807-475-1205
District Office: 807-475-1315

District Office
P. O. Box 5150
808 Robertson St.
Kenora P9N 1X9
807-468-5578

SOUTHEASTERN REGION

Regional Office
133 Dalton St.
P. O. Box 820
Kingston K7L 4X6
513-549-4000

District Office
15 Victoria Ave.
Belleville K8N 1Z5
513-962-9208

District Office
4 Montreal Rd., 2nd Flr.
Cornwall K6H 1B1
613-933-7402

District Office
2378 Holly Lane
Ottawa L1V 7P1
613-521-3450

Sub-Office
1000 MacKay St.
Pembroke K8B 1A3
613-732-3643

SOUTHWESTERN REGION

Regional Office
985 Adelaide St. S.
London N6E 1V3
519-661-2200

Sub-District Office
435 Grand Ave. W.
Chatham N7L 3Z4
519-354-2150

Sub-Office
c/o Ministry of Agriculture & Food
P. O. Box 688
Clinton N0M 1L0
519-482-3428

District Office
1180-20th St.
Owen Sound N4K 6H6
519-371-2901

District Office
265 N. Front St., Ste. 109
Sarnia N7T 7X1
519-336-4030

District Office
250 Windsor Ave., 6th Flr.
Windsor N9A 6V9
519-254-2546

WEST-CENTRAL REGION

Regional & District Office
Ontario Government Bldg.
119 King St. W., 12th Flr.
P. O. Box 2112
Hamilton L8N 3Z9
416-521-7640

District Office
400 Clyde Rd.
P. O. Box 219
Cambridge N1R 5W6
519-623-2080

District Office
637-641 Niagara St. W.
Welland L3C 1L9
416-735-0431

ENVIRONMENTAL APPROVALS AND PROJECT ENGINEERING BRANCH ENVIRONMENTAL APPROVALS SECTION

MOE 35

135 St. Clair Ave. W., 8th Flr.
Toronto M4V 1P5
416-965-6421

The Environmental Approvals Section processes applications for approvals submitted by the industrial, municipal and private sectors for the establishment of **municipal** and **industrial** liquid effluent treatment works, potable **water** supply, treatment and distribution facilities, **air** emission control devices, solid and liquid **waste**, landfilling and disposal systems as required by the **Ontario Water Resources Act** and the **Environmental Protection Act**. The section maintains expertise in the field of **pollution control** and treatment and reviews technical designs of the proposed control facilities to ensure compliance with the Province's environmental regulations, criteria and guidelines. It also issues licences to installers of **septic tanks** and haulers of **waste**. Industrial, municipal and the private sectors should initially contact the regional or district offices listed under Ministry of Environment, Operations Division, MOE 34.

ENVIRONMENTAL APPROVALS AND PROJECT ENGINEERING BRANCH CONSULTING AND VALUE ENGINEERING SERVICES

MOE 36

135 St. Clair Ave. W., 10th Flr.
Toronto M4V 1P5
416-965-1491

Consulting and Value Engineering Services provide engineering expertise in the review evaluation and recommendation for approval of complex **industrial waste** control systems (wastewater, air, noise and vibration); review and evaluate engineering design submissions of high cost, complex water and sewage works system from technical, environmental assessment and economic (cost effectiveness) viewpoints; maintain a **cost** data base for sewage and water works for evaluation of projects and review and coordinate the **Private Sewage Program** under Part VIII of the **Environmental Protection Act (EPA)** and the **Boating/Marine Program** under the Environmental Protection Act. The section also evaluates newly developed **pollution control** equipment and material (pipes, fitting etc. for use in Ontario and coordinates and provides input in the development of design guidelines and standard equipment specifications.

ENVIRONMENTAL APPROVALS AND PROJECT
ENGINEERING BRANCH
PROJECT ENGINEERING SECTION

MOE 37

135 St. Clair Ave. W.
Toronto M4V 1P5
416-965-1647

The Project Engineering Section manages and coordinates the development and construction of Ministry capital projects, e.g., **water** supply, **sewage** systems and **water pollution control** facilities for **municipalities**. The branch arranges for design work and financial analysis, including details on **grants** available, calling of **tenders** and award of contracts by the Ministry. It administers grants programs for certain sewage and water works to municipalities qualifying under the Ministry's priority rating system and to small communities for upgrading private sewage or water systems. It administers grants (for sewage and water works) for Ontario under the **Canada-Ontario Agreement for Sewage Program (COASP)**. Contact regional or district offices listed under the Ministry of the Environment, Operations Division, MOE 34.

Land Use (965-6963) advises other government agencies at all levels and the private sector on **environmental** matters related to **land use planning** and environmental planning. It coordinates the ministry's review of **environmental assessments** input to the government review in addition to the ministry's response to regional development strategies and other proposed land uses. It prepares internal and external advisory guidelines as well as land use and related environmental policies.

Noise Assessment (965-3071) assists the ministry's regional and district offices by commenting on the relationship between new and existing **land use** with regard to **noise** and **vibration** impacts (e.g., new development proposals, highways, railway, aircraft and public transportation systems). It assists in the measurement and evaluation of emissions from sources of environmental **noise** and vibration, as well as the control and abatement of sources under provincial jurisdiction. It reviews and comments on the noise and vibration potential from projects subject to the **Environmental Assessment Act**.

It deals with environmental **noise** policy development, acoustics criteria and standards. It promotes the **Model Municipal Noise Control Bylaw** for adoption by **municipalities** and provides training and certification of municipal **noise** control officers, municipal **land use planners** and building department personnel, and plant operators. It assists the public, consultants, developers, industry and municipal employees by providing information on the implementation of noise and vibration **pollution** policies and regulations.

The **Spills Action Centre** (965-9619, 7 Overlea Blvd., Toronto M4V 1P5), staffed on a 24 hour daily basis, handles the reporting of spills province-wide under Ministry of Environment legislation, as well as other off-hour environmental **emergency** calls. For Spills Reporting, telephone 1-800-268-6060.

The **Contingency Planning Office** (965-3237), formerly the Emergency Response Coordination Office, promotes organization and planning by industries, municipalities and federal and provincial agencies to control and cope with **pollution** caused by emergency spills of contaminants and administers matters pertaining to Part IX (**Spills Bill**) of the Environmental Protection Act.

INVESTIGATIONS AND ENFORCEMENT BRANCH

MOE 38

1 St. Clair Ave. W.
 Toronto M4V 1K6
 416-965-2988

The Investigations and Enforcement Branch is vested with the responsibility for all aspects of environmental enforcement within the Ministry. This mandate encompasses the enforcement of the **Environmental Protection Act**, **Ontario Water Resources Act**, **Environmental Assessment Act** and the **Pesticides Act**. The branch complements the abatement and control activities of the Operations Division through effective investigation and enforcement activity.

Regional Offices are located at:

Central Region

7 Overlea Blvd., 5th Flr.
 Toronto M4H 1A8
 416-424-3000

West Central Region

P. O. Box 2112
 119 King St. W., 12th Flr.
 Hamilton L8N 3Z9
 416-251-7640

Southeast Region

P. O. Box 820
 133 Dalton St.
 Kingston K7L 4X6
 613-549-4000

AGENCIES

For some background information on ministerial agencies, boards and commissions, see entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch.

ENVIRONMENTAL ASSESSMENT ADVISORY COMMITTEE

MOE 39

1 St. Clair Ave. W., 9th Flr.
 Toronto M4V 1K6
 416-963-3091

The Environmental Assessment Advisory Committee provides advice to the Minister of Environment on requests for exemptions from the provisions of the **Environmental Assessment Act** and on requests or proposals for the designation of undertakings so as to render them subject to the Act. The committee advises on, and comments on, the reasons provided by the proponent for the exemption of an undertaking, in particular those

Southwest Region

985 Adelaide St. S.
 London N6E 1V3
 519-661-2200

Northeast Region

199 Larch St., 11th Flr.
 Sudbury P3E 5P9
 705-675-4501

Northwest Region

P. O. Box 5000
 435 James St. S., 3rd Flr.
 Thunder Bay P7C 5G6
 807-475-1205

reasons relating to public health and safety, economic necessity and significance of environment affects.

ENVIRONMENTAL ASSESSMENT BOARD
ENVIRONMENTAL ASSESSMENT ACT

MOE 40

1 St. Clair Ave. W., 5th Flr.
Toronto M4V 1K7
416-965-2531

The Environmental Assessment Board holds public hearings on the impact of major development proposals under the **Environmental Assessment Act (EAA)**. Under this Act, after the **environmental assessment** and the Government's review thereof have been made public, any person (including the Minister of the Environment) can request a hearing by the Board by written notice. After such hearings the Board renders a decision which can only be varied or rescinded by the Minister with the approval of the Lieutenant-Governor in Council. The Board also holds hearings under three other statutes; for information see the other listings under the Ministry of the Environment, Environmental Assessment Board.

ENVIRONMENTAL ASSESSMENT BOARD
ENVIRONMENTAL PROTECTION ACT

MOE 41

1 St. Clair Ave. W., 5th Flr.
Toronto M4V 1K7
416-965-2531

The Environmental Assessment Board holds public hearings on the impact of major development proposals under the **Environmental Protection Act (EPA)**. Hearings are either mandatory or discretionary; mandatory, where an application is made for approval to establish or extend a **waste** disposal site for the disposal of hauled liquid industrial waste or **hazardous waste**; discretionary, where an application is made for approval to establish or extend a waste management system or waste disposal site other than referred to above. Following such hearings, the Board submits its recommendations on the proposal to the Ministry of the Environment. The Board also holds hearings under three other statutes; for information see the other listings under Ministry of the Environment, Environmental Assessment Board.

ENVIRONMENTAL ASSESSMENT BOARD
ONTARIO WATER RESOURCES ACT

MOE 42

1 St. Clair Ave. W., 5th Flr.
Toronto M4V 1K7
416-965-2531

The Environmental Assessment Board holds public hearings on the environmental impact of major development proposals under the **Ontario Water Resources Act (OWRA)**. Hearings are mandatory or discretionary; mandatory, where a **municipality** contemplates establishing or extending its **sewage** works in or into another municipality or territory; discretionary, where a municipality or person intends to establish or extend a sewage treatment works within the municipality. Following such a hearing, the Board submits its recommendations on the proposal to the Ministry of the Environment. The Board also holds hearings under three other statutes; for information see the other listings under Ministry of the Environment, Environmental Assessment Board.

ENVIRONMENTAL ASSESSMENT BOARD

CONSOLIDATED HEARINGS ACT

MOE 43

1 St. Clair Ave. W., 5th Flr.
Toronto M4V 1K7
416-965-2531

The Environmental Assessment Board (EAB), in conjunction with the Ontario Municipal Board (OMB), holds public hearings under the **Consolidated Hearings Act, 1981, (CHA)** on undertakings in relation to which more than one hearing is required by more than one tribunal under one or more of the Acts set out in the Schedule to the Consolidated Hearings Act, 1981, or prescribed by the regulations. Under this Act, the proponent of an undertaking gives written notice to the Hearings Registrar specifying the general nature of the undertaking, the hearings that are required and the Acts under which the hearings are required. Upon receipt of such notice the Hearings Registrar refers the matter to the Chairman of the EAB and the Chairman of the OMB who together, by order, establish a joint board, composed of one or more members of either or both of the EAB and the OMB. The joint board then holds the hearing and makes a decision in respect of the matters which it has considered. The joint board's decision can only be varied or rescinded by the Lieutenant-Governor-in-Council. The Board also holds hearings under three other statutes; for information see the other listings under the Ministry of the Environment, Environmental Assessment Board.

ENVIRONMENTAL APPEAL BOARD

MOE 44

1 St. Clair Ave. W., 5th Flr.
Toronto M4V 1K7
416-965-2531

Environmental Appeal Board hears **appeals** of persons affected by certain decisions or orders of local **health** authorities or the Ministry of the Environment in the area of private **sewage** disposal, and of the Ministry of the Environment in the areas of **water** and **sewage**, **waste** disposal, **air** and **noise pollution**, and **pesticides**, in accordance with the **Ontario Water Resources Act** and the **Environmental Protection Act**.

ONTARIO WASTE MANAGEMENT CORPORATION

MOE 45

2 Bloor St. W., 11th Flr.
Toronto M4W 3E2
416-923-2918
Toll free 1-800-268-1179

The **Ontario Waste Management Corporation (OWMC)** was established in 1981 to develop and implement a long term, province-wide program for the treatment and storage of liquid **industrial wastes** and **hazardous wastes**. OWMC is also investigating ways to assist in the reduction, **recycling** and reuse of these special **wastes**. The corporation has developed a five phase plan, called the **Facilities Development Process (FDP)**, to prepare recommendations on appropriate sites. A key element of the FDP is public consultation. The information collected and planning decisions made are publicized at the end of each phase and the exchange of ideas, comments and opinions between the public and OWMC is actively encouraged. The corporation is also actively involved in developing an **education** program which will provide information to the public and industry on liquid industrial **waste** management, via audio-visual and print materials. For more information contact Communications Officer at the above address.

PESTICIDES ADVISORY COMMITTEE

MOE 46

1 St. Clair Ave. W., 9th Flr.

mailing address:

135 St. Clair Ave. W., Ste. 100

Toronto M4V 1P5

416-965-7048

The Pesticides Advisory Committee acts in an advisory capacity to the Minister of the Environment in matters pertaining to pesticides. It annually reviews the **Pesticides Act** and Regulation, and government publications respecting pesticides and the **control** of **pests**. The Committee is further responsible for reviewing and recommending to the Minister a classification for all new **pesticide** products prior to their marketing and use in Ontario. It oversees a **research** program relative to pesticides and evaluates the results. A research report is published each year and is available to interested parties upon request. For other Ministry publications on pests and pest control and information on pesticide licensing, contact the Hazardous Contaminants Coordination Branch, Agricultural and Industrial Chemicals Section, see MOE 14.

ACTS

ACTS

MOE 47

The following is a list of Acts administered by the Ministry of the Environment. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's communications branch.

Consolidated Hearings Act, 1981

Environmental Assessment Act

Environmental Protection Act

Ministry of the Environment Act

Ontario Waste Management Corporation Act, 1981

Ontario Water Resources Act

Pesticides Act

MINISTRY OF GOVERNMENT SERVICES

Ferguson Block

77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

Created in 1972 to combine the functions of various former departments, including Public Works, the Ministry of Government Services has gradually broadened its responsibilities and mandate over the years.

Today this Ministry is concerned with virtually every aspect of the Ontario Government's 'working environment' - from building design and management to office equipment, computers and telecommunications, human resource planning and development, customer and corporate services and purchasing and employee benefits. Clients include all provincial ministries, as well as agencies, boards, commissions and the general public.

Accommodation accounts for the bulk of the ministry's budget and staff. Increasingly, it is looking to the private sector to provide a range of construction, renovation, repair and maintenance services.

The Ministry of Government Services provides information technology services and products ranging from computers, telephones, data transmission facilities, and audio and video technologies. Its three major computer centres, with 5,200 terminals, handle approximately 80 per cent of the government's computing.

Centralized services as diverse as collective purchasing, assets disposal, translation, government mail, central collection and Citizen's Inquiry are available.

The ministry has 6 divisions: Property Development, Property Management, Computer and Telecommunication Services, Corporate Services, Human Resource Services, and Finance and Administrative Services. The Communications and Customer Service Branch is a separate entity reporting to the Deputy Minister.

DEPUTY MINISTER'S OFFICE

COMMUNICATIONS AND CUSTOMER SERVICE BRANCH

MGS 1

Ferguson Block, 12th Flr.

77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

416-965-6683

The Communications and Customer Service Branch handles internal and external communications through activities such as media liaison, official ceremonies, photographic services, speech writing and news releases, ministry reports and publications and legislative support for the Minister. Staff also provide communications advice within the ministry.

Customer Service has become a growing focus of attention, not only in the Ministry of Government Services, but throughout government. Staff in the branch meet regularly with an interministerial committee to devise ways of improving government's dissemination of information and program delivery to the public.

In addition to these services, the branch is responsible for the Government of Ontario Art Collection, currently valued at approximately \$10 million. A staff curator (965-6824)

handles cataloguing of original paintings and sculptures and the restoration and exhibition of artworks.

The **Media Studio** (965-1164), located in the Legislative building for the use of Members of Provincial Parliament, reports to the branch.

Communications and Customer Service Branch, also organizes official ceremonies for the government and administers the ministry's **Employee Suggestion Program** and the **Ontario Medal Program**. There are medals for **Good Citizenship**, **Police Bravery** and **Firefighters Bravery**. Nominations are welcomed.

FINANCE AND ADMINISTRATIVE SERVICES DIVISION

OPERATIONAL REVIEW OFFICE

MGS 2

Ferguson Block, 12th Flr.

77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

416-965-9682

The Operational Review Office assists in the evaluation and formulation of business strategy and provides senior management with an internal, general management consulting service. The goals of the office are to improve the operating strategies/strategic plans of the Ministry's various business units and to increase the overall resource productivity of operations, functions and processes through the provision of high-quality, objective advice.

ANALYSIS AND PLANNING SECTION

MGS 3

Ferguson Block, 12th Flr.

77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

416-965-5690

The Analysis and Planning Section provides a coordinated corporate planning and control service for Ministry management in order to facilitate the delivery of Ministry planning processes and systems. Major functions of the section include the coordination of long-term strategic planning and short-term operational planning for the Ministry and the development, publication and distribution of Ministry policies and procedures. The section liaises with Management Board Secretariat on program and policy matters and is responsible for the analysis and preparation of Management Board and Cabinet submissions for the Ministry. The section is also responsible for the Ministry's M.B.R. (Management by Results) and P.E.S. (Performance Evaluation System), designed to measure the operational performance of Ministry programs.

SYSTEMS BRANCH

MGS 4

Ferguson Block, 4th Flr.

77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

416-965-8801

The Systems Branch is responsible for the development, implementation and maintenance of computerized and manual information systems and office automation systems in support of ministry programs. In addition, the branch provides consulting and advisory services related to information processing.

FINANCE AND OFFICE SERVICES BRANCH

MGS 5

Ferguson Block, 9th Flr.
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-965-2153

Finance and Office Services Branch provides treasury, comptrollership and administrative services to the Ministry, Office of the Lieutenant Governor, Office Responsible for Women's Issues, Ministers Without Portfolio, Secretariats for Disabled Persons and Seniors, Ontario Advisory Councils on the Physically Handicapped and Senior Citizens, Office of the Legislative Assembly and Office of the Ombudsman.

Financial services include general accounting functions, budget control, financial management advisory services to senior management, payroll, accounts payable, accounts receivable and revenue control. The branch maintains the financial information systems, financial reporting requirements and liaises with Management Board of Cabinet, the Office of the Provincial Auditor, other ministries, agencies, boards and commissions on financial matters.

The Office Services Section of the branch provides centralized ministry office services including purchasing, records management, copy centres, communication services, ministry accommodation services and employee parking.

AUDIT BRANCH

MGS 6

Ferguson Block, 8th Flr.
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-965-4805

Audit Branch is responsible for the Ministry's audit functions which include the provision to management of an objective assessment of the internal and management controls under which the programs and activities of the Ministry operate.

LEGAL SERVICES BRANCH

MGS 7

Ferguson Block, 3rd Flr.
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-965-1141

The Legal Services Branch provides legal services to the Ministry in the areas of conveying and contracts, e.g., the acquisition (including **expropriation**), sale and lease of **land**, **buildings** negotiation and formulation of building contracts, **computer** contracts and contracts for other types of services. The branch provides legal opinions to the Ministry relating to its areas of responsibility including **Ontario Public Service employees pension** benefits. It also provides litigation services relating to the collection of outstanding accounts.

HUMAN RESOURCE SERVICES DIVISION

HUMAN RESOURCE SERVICES DIVISION

MGS 8

The Human Resource Services Division brings together various corporate and internal services to provide an effective and integrated approach to human resource management. Ministry services are addressed by the Personnel Services Branch and the Affirma-

tive Action Program while corporate services are provided by the Employee Benefits and Data Services Branch, the CHRIS System Development Project and the Employee Advisory Services Branch.

AFFIRMATIVE ACTION PROGRAM

MGS 9

Ferguson Block, 8th Flr.

77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

416-965-9775

The **Affirmative Action Program** section plans, develops and coordinates the Affirmative Action Program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

CHRIS SYSTEM DEVELOPMENT PROJECT

MGS 10

George Drew Bldg., 17th Flr.

25 Grosvenor St.

Toronto M7A 1R1

416-965-6339

The **Corporate Human Resource Information System (CHRIS)** is a corporate project designed to enhance and streamline currently existing corporate systems operated by the Ministry of Government Services in the human resource/payroll area. In addition to a basic human resource component, these systems include CARS (Central Attendance Recording System), IPPEBS (Integrated Personnel and Payroll System), BCGL (Benefits Chargeback General Ledger) and PENPAY (Pension Payments).

PERSONNEL SERVICES BRANCH

MGS 11

Ferguson Block, 8th Flr.

77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

416-965-7011

Personnel Services Branch provides personnel services and advice to employees and managers within the Ministry of Government Services. The branch is responsible for the establishment of appropriate classification and compensation levels for all ministry employees, staff recruitment, employee health, human resources planning, training and development, employee counselling, benefits administration, the investigation of employees' grievances and all matters affecting employee working conditions. The branch maintains the Ministry's personnel and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, as well as the Ontario Public Service Employees' Union (OPSEU), while ensuring that personnel policies and standards outlined by the Commission and the Collective Agreement, are effectively administered for all employees.

EMPLOYEE ADVISORY SERVICES BRANCH

MGS 12

880 Bay St., 5th Flr.

Toronto M7A 1N3

416-965-7350

The Employee Advisory Services Branch provides client ministries and agencies with employee counselling and rehabilitation services, employee health services and safety services.

The Employee Counselling Services function provides confidential **counselling** and referral services to **employees** of the **Ontario Public Service (OPS)**. It coordinates an interministerial program which provides **rehabilitation** services for OPS employees experiencing long term illness and/or **disability**. It provides assistance to OPS employees in making **day care** arrangements for their children (965-9953). It provides training programs and individual consultations to managers, supervisors and personnel administrators in dealing with work performance problems (965-5161).

The Employee Health Services function (965-6751, Rm. M1-73 Macdonald Block, Queen's Park, Toronto M7A 2C1) provides training in prevention and educational courses in health matters and direct **health** services to **employees** of the **Ontario Public Service** at their places of work in Toronto. It provides confidential assistance to employees for prevention and treatment of conditions of ill health. It advises management and employees throughout the Province on occupational health and safety matters. Health Centres are located at the Macdonald Block, Queen's Park; Legislative Building; 1201 Wilson Ave., East Building; 400 University Ave.; 15 Overlea Blvd.; 555 Yonge Street; 2195 Yonge Street; 77 Bloor Street West; 81 Resources Road; 135 St. Clair Ave. West.

The Safety Services Section (965-6517) provides occupational **safety** services and advice upon request to Ontario Government Ministries. The services include instruction in many aspects of safety. Building inspections are conducted in government owned and leased premises and the section develops **fire** safety plans for the evacuation of government workers from these buildings in cooperation with building occupants.

EMPLOYEE BENEFITS AND DATA SERVICES BRANCH

MGS 13

George Drew Bldg., 14th Flr.
25 Grosvenor St.
Toronto M7A 1R1

The Benefits Services Section (965-6861) administers **benefit plans** for **employees** of the **Ontario Public Service (OPS)** in accordance with the **Public Service Superannuation Act**, the **Superannuation Adjustment Benefits Act** and various insurance contracts. It informs current and retired OPS employees and dependent survivors of the benefits available. The branch is not concerned with family benefits programs, federal or private sector pensions, nor OPS separation benefits.

The Data Services Section (965-6541) operates and maintains the **Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)** and the **Central Attendance Recording System (CARS)** for **employees** of the **Ontario Public Service**. Central agencies and all ministries receive a variety of services from the systems including: **pay** lists, cheques, work history data, ministry organization structures, status changes of employees, **pension** contribution data, life **insurance**, **Ontario Health Insurance Plan (OHIP)** information, T-4 income **tax** forms, salary structures and various **statistical** analyses. Inquiries should be directed to Personnel or Payroll branches of the ministry concerned or to special services analysts within the Employee Benefits and Data Services Branch.

COMPUTER AND TELECOMMUNICATION SERVICES DIVISION

COMPUTER AND TELECOMMUNICATION SERVICES

MGS 14

Ferguson Block, 7th and 8th Flrs.
77 Wellesley St. W.
Toronto M7A 1N3
416-928-3712

The Computer and Telecommunication Services (CTS) assist Ontario government ministries in providing services to the people of Ontario more effectively through the application of information technology. For example, CTS computers process OHIP payments, provide online information to police departments and support driver and vehicle licencing offices around the province. A variety of **telecommunication services** is provided such as operating the government's voice network and providing teleconferencing facilities. Specialized consulting assistance is also available to customers on all matters pertaining to their information **technology** requirements.

CTS works with customers to develop and deliver solutions to their needs and contributes people, facilities and services to this partnership. For general information, call the Manager, User Support, at 416-928-3737.

CTS has the capability to provide specialized advice on many aspects of information technology, for example, **office automation**, **computerized telephone systems** and distributed computer systems (call the Manager, User Consulting 416-928-3737).

To develop the skills and understanding government computer and telecommunication users need to make full use of new information technology, CTS offers a large number of computer-related courses, including customized programs (call the **CTS Education Centre** 416-965-2965).

Mainframe processing, including information storage and printing (printouts), is available from three large **computer** centres. Security measures to protect data and facilities are included with these services. **'Distributed' processing** (mainframe processing on the user's site) is also supported by CTS. Assistance in acquiring and managing such facilities is available. The **software products** necessary to operate these large systems are kept up-to-date by CTS. As well, a variety of specialized software packages is supported to serve the user's needs in areas such as database management, **statistical** analysis and financial planning.

These computer facilities, along with thousands of individual terminals around the province, are linked by the CTS data network (call the Manager, Data Network Services 416-928-3617). The **Ontario Communications Network** is a telecommunications link between Ontario government offices and provides low cost calling for government business across Ontario. Associated with this network is a variety of support services. CTS coordinates long distance telephone bills and telephone servicing, working closely with individual Ministry telephone coordinators.

A major program is underway to install **computer-based telephone systems** in Ontario government offices. These advanced systems provide convenient features at lower cost to the government (call the Manager, Voice and Video 416-928-3628). Other specialized **telecommunication services** available through CTS include **video and audio teleconferencing** (416-928-3630), **teletype and facsimile services** (416-928-3630), and **radio communication systems** (416-928-3634).

CORPORATE SERVICES DIVISION

CORPORATE SERVICES DIVISION

MGS 15

The Corporate Services Division provides a variety of support services to ministries and agencies of the Government and the public by promoting access to government information, coordinating government purchasing activities and delivering certain central common services.

ACTUARIAL SERVICES

MGS 16

George Drew Bldg., 1st Flr.
25 Grosvenor St.
Toronto M4Y 1A9
416-965-7877

Actuarial Services provide an advisory service to ministries and agencies of the Ontario government on design and costing of **pension** and **insurance** benefits for **employees** of the **Ontario Public Service**. The branch provides all actuarial services for the **Public Service Superannuation Fund (PSSF)** and the **Superannuation Adjustment Fund (SAF)** including annual valuation of these funds.

PURCHASING SERVICES BRANCH SOURCING INFORMATION SERVICE

MGS 17

Ferguson Block, 6th Flr.
77 Wellesley St. W.
Toronto M7A 1N3
416-965-6937

The Purchasing Services Branch maintains an automated **vendor sourcing** service for goods and services purchased by the Ministry of Government Services. The service is available to the other ministries on request. This service is being developed to provide a one-window registration facility to all vendors who may wish to do business with the Ministry.

PURCHASING SERVICES BRANCH COLLECTIVE PURCHASING SECTION

MGS 18

Ferguson Block, 6th Flr.
77 Wellesley St. W.
Toronto M7A 1N3
416-965-4751

Purchasing Services Branch, Collective Purchasing Section, establishes government-wide standing agreements and standing offers for the **purchase** of commonly used commodities and services by various ministries and agencies. It operates the **Public Tenders Office** (965-1152) to receive **tenders** for government supply contracts.

PURCHASING SERVICES BRANCH GOVERNMENT STATIONERY SERVICE

MGS 19

3B-9 Macdonald Block
Queen's Park, Toronto M7A 2G4
416-965-7072

Purchasing Services Branch, Government Stationery Service operates a retail outlet for

purchasing common **stationery**, office supplies and souvenir products and supplying them on a charge-back basis to government offices throughout the province.

PURCHASING SERVICES BRANCH

PRINTING SERVICES

MGS 20

Ferguson Block, 6th Flr.

77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

416-965-3004

Purchasing Services Branch, Printing Services **purchases printing services** from the private sector as required by the ministries and agencies. This office handles contracting for all legislative printing including **legislation (bills and regulations)** and the **Ontario Gazette**. It offers a **graphic** design service to all ministries. Printing Services also provides an in-house copy centre facility to MGS and other ministries on a charge-back basis.

PURCHASING SERVICES BRANCH

VEHICLE REPAIR AND TRUCKING SECTION

MGS 21

185 Judson St.

Mimico M8A 1A5

416-252-3334

The Vehicle Repair and Trucking Section provides, on a charge-back basis, maintenance and repairs of government **motor vehicles** (251-2058) in addition to a province wide **trucking** service (252-3334).

PURCHASING SERVICES BRANCH

ASSETS DISPOSAL SERVICE

MGS 22

185 Judson St.

Mimico M8Z 1A5

416-259-7809

The **Assets Disposal** Service receives, warehouses and arranges for the re-use or disposal of **surplus furniture**, equipment and materials. It periodically organizes 'Cash and Carry' sales of surplus equipment and material for the public and **charitable organizations**.

INFORMATION SERVICES BRANCH

MGS 23

Ferguson Block, 6th Flr.

77 Wellesley St. W.

Toronto M7A 1N3

The Information Services Branch comprises those services essential to the provision of information and related services to client ministries and the public. It includes: Government Mail Service (which handles regular mail, mass mail and courier and messenger services); Queen's Park Switchboard; Citizens' Inquiry Bureau (including the Ministry reading room); Access Databases and Directories (which publishes government directories such as the Government of Ontario Telephone Directory and the KWIC Index); the Government Translation Service; the Ontario Government Bookstore (which markets and distributes Ontario government publications); records management and standard forms. The branch is also responsible for developing user applications in the area of computerized retrieval of government information such as legislation (e.g., using **Videotex** technology) and the **Government Users Information System in Electronic Form (GUIDE)**

These services are described individually in the entries that follow.

INFORMATION SERVICES BRANCH
INFORMATION SERVICES DEVELOPMENT

MGS 24

Ferguson Block, 6th Flr.
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-965-0725

The program is responsible for the analysis, design and development of new services to provide easier public access to government programs and information and to improve the services offered to client ministries. The new methodologies and service improvement projects are conceptualized, developed and tested prior to their implementation within the ongoing service delivery programs of the Corporate Services Division.

This section also operates the government-wide **Standard Forms Program** as a central common service.

INFORMATION SERVICES BRANCH
ACCESS DATABASES AND DIRECTORIES

MGS 25

Ferguson Block, 6th Flr.
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-965-7135

Access Databases and Directories assembles public access information from all ministries, structures it and makes it available for use by the government and the public. The information is available through a combination of online terminals and **published directories**.

The information provides access to government programs, services and staff and most current public-interest topics. The directories published include the Government Telephone Directory, the KWIC Index to Your Ontario Government Services, and capabilities exist to publish custom directories.

The section is also responsible for the coordination of the updates of the Ontario government's listings in the **Blue Pages** of all public telephone directories in the province.

INFORMATION SERVICES BRANCH
RECORDS CENTRE SERVICES

MGS 26

3215 Erindale Station Rd.
Mississauga L5C 1Y5
416-279-5493

The **Records Centre** acts as a custodian and provides secure storage and retrieval services to all ministries and agencies for inactive records, hard copy as well as computer tape and microfilm. It maintains liaison with the Archives of Ontario to ensure the safeguarding of records with long term research significance.

**INFORMATION SERVICES BRANCH
GOVERNMENT MAIL SERVICE**

MGS 27

Macdonald Block, 2B-18
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-965-6902

Government Mail Service is responsible for general **mail service**, providing pick-up and distribution of incoming and outgoing mail to and from the Canada Post Corporation, as well as inter-ministry mail in Metro Toronto. It also coordinates the **emergency mail service** during postal disruptions. This group provides an electronic mail service plus a contractual **mail service** on a charge-back basis, which includes a mailing list service and a mass mail operation consisting of addressing, labelling, bursting, stripping, folding and inserting mail.

**INFORMATION SERVICES BRANCH
TRANSLATION SERVICE**

MGS 28

Ferguson Block, 6th Flr.
77 Wellesley St. W.
Toronto M7A 1N3
416-965-2891

The Translation Service provides **translation** services on a mandatory and/or optional basis for government ministries, designated agencies and the Legislature on a charge-back basis and provides a free service for landed **immigrants** who need official **documents** translated into English in order to find work or to pursue their education and training in Ontario. The **French** and English Language Service Sections (965-2891) are located at the above address. The **Multilingual** Service Unit (965-1458) is located at the Ontario Welcome House, 454 University Ave., Toronto. In addition to the free service mentioned above, it offers translation services for internally available languages or refers clients to qualified private sector translation.

**INFORMATION SERVICES BRANCH
INQUIRY SERVICES**

MGS 29

Macdonald Block, Room M1-51
100 Bay St.
Queen's Park, Toronto M7A 1N3

The Inquiry Services Section is responsible for managing the Citizens' Inquiry Bureau, Access Ontario and the Queen's Park Switchboard.

The **Citizens' Inquiry Bureau** (965-3535) is an **information** and referral **service** for government programs and services. The Bureau serves the public directly and is a backup resource for government offices, MPPs, community information centres, libraries and private organizations. The Citizens' Inquiry Bureau administers **Ontario 20**, a write-in program for clients wishing to access government in languages other than English. The Bureau operates a teletype TTY/TDD service for the **deaf** which provides the hearing impaired with access to information on government services and programs. The TTY/TDD service may be reached by calling 965-5130 in Toronto or by dialing 1-800-268-7095 from other provincial locations. The Bureau also houses the Ministry **reading room** and is responsible for arranging interministerial loans.

Access Ontario (Rideau Centre, 10 Rideau St., Ottawa K1N 9J1, 613-566-2721) is a

storefront Ontario Government **information service** located in downtown Ottawa. It offers a bilingual information and referral service to telephone, walk-in and written inquiries. Access Ontario also provides a switchboard service to Ontario Government ministries in Ottawa. The Access Centre offers a range of free and priced **publications**; it also sells Ontario Government **souvenirs**. The Centre displays exhibits on various government and community programs through the year. Outside the Ottawa calling area ask the operator for Zenith Ontario. For hearing or speech impaired callers the TTY/TDD number is 566-2761. Access Ontario is open 6 days a week, Monday, Tuesday, Wednesday and Saturday 9:30 am to 6:00 pm, Thursday and Friday 9:30 am to 9:00 pm.

The Inquiry Services Section is responsible for managing the Queen's Park Switchboard (965-1211) which provides a 24 hour **telephone switchboard** service for the Government of Ontario. It also assists switchboards in London (519-679-7000), Sudbury (705-675-4574) and Thunder Bay (807-475-1285) to provide information to the public.

INFORMATION SERVICES BRANCH PUBLICATIONS SERVICES

MGS 30

880 Bay St.
Toronto M7A 1N8
Mail Order: 416-965-6015 or
Toll-free 1-800-268-7540
In Area Code 807, ask
Operator for Zenith 67200

Publications Services Section maintains an inventory of Ontario Government **publications** for distribution to the public, other ministries and to public libraries through a province-wide library depository system. Publications, including **Hansard**, **Ontario Gazette**, **legislation** (bills and regulations) can be obtained by personal shopping at the bookstores listed below or by mail order from the Publications Services Section, 880 Bay St. 5th Flr., Toronto M7A 1N8. For inquiries regarding personal shopping in Metro Toronto, call the **Ontario Government Bookstore** at 965-2054. For mail order inquiries in Toronto, call 965-6015; from other communities call toll-free 1-800-268-7540; in area code 807 ask operator for Zenith 67200. Prepayment is required: cheques should be made payable to the Treasurer of Ontario. Visa and Mastercard accepted.

PERSONAL SHOPPING

Access Ontario
Rideau Centre
10 Rideau St.
Ottawa K1N 9J1

Ontario Government Bookstore
880 Bay St
Toronto M7A 1N8
416-965-2054

Renouf Publishing Company
61 Sparks St.
Ottawa K1P 5R1

Windsor Public Library Bookstore
850 Ouellette Ave.
Windsor N9A 4M9

GENERAL SERVICES BRANCH

MGS 31

George Drew Bldg., 16th Flr.
25 Grosvenor St.
Toronto M7A 1R2
416-965-2905

The General Services Branch provides Ontario Government Ministries with operational support services including Food Services, Government Payments, Collection Services and Insurance and Risk Management. In addition, the Official Documents Section is part of this branch. Coordination of the collection of Ontario Public Service employee **debts** is the responsibility of this branch's administration staff. The services are described individually in the entries that follow.

GENERAL SERVICES BRANCH

MGS 32

FOOD SERVICES SECTION

George Drew Bldg., 1st Flr.
25 Grosvenor St.
Toronto M7A 1R2
416-965-2075

Food Services Section provides policy review and an advisory role in support of the delivery of **food services** within most Government occupied buildings. The ongoing operation of food services facilities is the responsibility of the Property Management Division (965-0718).

GENERAL SERVICES BRANCH

MGS 33

GOVERNMENT PAYMENTS SERVICES

George Drew Bldg., 15th & 16th Flrs.
25 Grosvenor St.
Toronto M7A 1R2
416-965-2905

Government Payments Services is responsible for the production of cheques for the Ontario government from the **Consolidated Revenue Fund** or for most major cheque issuing programs developed by Ontario government ministries. Reconciles the Consolidated Revenue and most major cheque issuing bank accounts. All cheque writing and issuing is done only upon authorized request of each ministry. For specific inquiries, contact ministry concerned.

GENERAL SERVICES BRANCH

MGS 34

CENTRAL COLLECTION SERVICE

880 Bay St., 5th Flr.
Toronto M7A 1N8
416-965-5195

Central Collection Service provides collection service for **debts** owing to the government.

GENERAL SERVICES BRANCH
INSURANCE AND RISK MANAGEMENT SECTION

MGS 35

George Drew Bldg., 1st Flr.
25 Grosvenor St.
Toronto M7A 1N3
416-965-6254

Insurance and Risk Management **purchases insurance** for the government and advises all Ontario ministries and special purpose bodies on insurance coverage, excluding employee benefits. For information on Ontario government employee benefits, call Employee Benefits and Data Services Branch, 965-6861 (see entry MGS 13).

GENERAL SERVICES BRANCH
OFFICIAL DOCUMENTS SECTION

MGS 36

Hearst Block, 3rd Flr.
900 Bay St.
Queen's Park, Toronto M7A 1N3
416-965-5741

The Official Documents Section prepares, records, searches, and makes **microfilms** and copies of Ontario official **documents**, e.g., **land** patents. For details about land patents such as the name of original patentee, date and description of property, contact the Ministry of Natural Resources Land Management Branch, Titles Section (965-1319). The section certifies notarized documents and **affidavits** that are sent abroad by the public for various purposes. **Scrolls Office** (965-5733) prepares congratulatory **scrolls** for Ontario citizens, on request, to acknowledge 90th and succeeding birthdays, 50th and succeeding wedding anniversaries, or other significant accomplishments of individuals, municipalities and other organizations.

ASSISTANT DEPUTY MINISTER - ACCOMMODATION

PROGRAM MANAGEMENT BRANCH

MGS 3

Ferguson Block, 13th Flr.
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-965-2172

Program Management Branch coordinates all the common Accommodation Group activities and monitors the budget for the Group.

The branch's Operations Section (965-0655) provides analysis, monitoring and evaluation of **accommodation** programs of the Ontario Government. It maintains liaison with Management Board on accommodation needs for all ministries and government agencies. This section produces the operational reports, performance evaluation reports, etc. for the Accommodation Group.

The Management Systems and Services Section (965-1386) coordinates for the Accommodation Group, management information development, strategic and operational planning, policy and procedures and staff development and training. It also manages the **Accommodation Management Information Section (AMIS)** (965- 6745) which provides information on government owned and leased premises to all ministries and all of Government Services.

PLANNING BRANCH

MGS 38

Ferguson Block, 13th Flr.
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-965-9989

The primary activities of Planning Branch are: to optimize the provincial government's real estate portfolio including both land and buildings for which Government Services is responsible through the development and application of strategic planning methods; to provide corporate leadership in the development of policies related to government accommodation and to allocate space within all provincial government buildings, both owned and leased.

The branch staff provide planning expertise related to **accommodation** in a consulting role to all parts of Government Services as well as to all provincial ministries and their agencies upon request.

PROPERTY DEVELOPMENT DIVISION**BUILDING SERVICES SECTION**

MGS 39

Ferguson Block, 13th Flr.
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-965-3785

Building Services Section is responsible for the development of policy, standards and guidelines for **property** and **energy** management within provincially-occupied buildings. It also provides a focus for technical expertise and advice in facilities management. The section provides support for Ministry of Government Services accommodation and advice to all ministries regarding energy management.

CONTRACT MANAGEMENT BRANCH

MGS 40

Ferguson Block, 11th Flr.
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-965-0114

The Contract Management Branch supplies contractual, **construction** and financial control on capital projects dealing with the provision of **buildings**, **accommodation** and other facilities for government ministries and agencies.

The branch monitors contract documents for capital construction projects, receives tenders and accordingly awards contracts. It supervises construction and inspects work to ensure that schedules are met and construction is in accordance with the contract documents (965-6674). The group is responsible for certifying payments on a progressive basis and for monitoring cash flow. It also arranges and supervises occupancy by the client ministry. It resolves disputes arising from contractual or technical sources and administers claims under the lien acts.

The branch's Payment Section processes applications for payment on all Ministry construction projects (965-6738). It is responsible for sales tax adjustments and for ensuring that all payments are in accordance with the contract documents.

The branch provides services to this Ministry's Property Management Division in evaluating and recommending construction tenders, resolving disputes and settling claims.

It maintains liaison with construction and consulting associations and implements new procedures for tendering and operation of construction projects as necessary.

DESIGN SERVICES BRANCH

MGS 41

Ferguson Block, 11th Flr.

77 Wellesley St. W.

Queen's Park, Toronto M7A 2G3

416-965-2108

Design Services branch provides advisory and design services for Ontario Government lease-purchase, capital and **accommodation** alteration projects, including the preparation of all documents. Part of the interior design consulting function (965-6723) is commissioning works of **art** in government buildings. It provides professional technical assistance to other ministries on barrier free design, **energy** conservation design and problems pertaining to construction, alterations, maintenance and operation of **buildings** and institutions.

REALTY SERVICES BRANCH

MGS 42

LAND TRANSFER SECTION

Ferguson Block, 5th Flr.

77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

416-965-7952

The Land Transfer Section handles appraisal (965-9217), negotiation (965-4770) **expropriation** (965-2070) and **surveys** (965-6748), as required, for the acquisition and sale of interests in **real estate**. The section serves most agencies and ministries of the Ontario Government.

REALTY SERVICES BRANCH

MGS 4

PROPERTY ADMINISTRATION SECTION

Ferguson Block, 5th Flr.

77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

416-965-2040

The Property Administration Section handles interim management of government **accommodation** including the leasing of temporarily vacant **real estate**. It also assists **employees** of the **Ontario Public Service** transferred to other locations in Ontario in selling their homes under the **Home Owner Employee Relocation Plan** (965-3444). The section serves most agencies and ministries of the Ontario Government.

LEASING SERVICES SECTION

MGS 4

Ferguson Block, 5th Flr.

77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

416-965-4777

Leasing Services arranges for the appraisal, negotiation, acquisition and payment of rental and adjustment claims for leased **real estate accommodation** from the private sector.

tor and municipalities. In addition to providing a variety of advisory services, it also reviews, audits and arranges for the payment of claims (tax and operating) submitted for **accommodation (real estate)** leased from the private sector. The section serves most agencies and ministries of the Ontario Government.

PROPERTY MANAGEMENT DIVISION

PROPERTY MANAGEMENT DIVISION

MGS 45

Ferguson Block, 13th Flr.

77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

416-963-1555

The Property Management Division represents the Ministry throughout the Province through regional and district offices which provide operational maintenance, repair, alterations and construction services to Ontario government-owned **buildings** and information on other ministry services.

The Ministry ensures the division's responsiveness to client ministries' accommodation needs by placing responsibility in the regions - Southern, Metro Toronto and Northern - which oversee the operations of 11 district offices and area offices (listed below).

The Client Services Section (965-3804) is responsible for identifying clients' short and long-term **accommodation** requirements, developing programs, monitoring their execution and evaluating their effectiveness with the client. In addition, the Finance and Administration Section provides the financial, administrative and program consolidation required to deliver a decentralized program of repairs, operations and maintenance and to provide a focus for marketing of all accommodation programs with client ministries.

The Southern Region (Branch) is responsible for five district offices. The Metro Toronto Region (Branch) handles three district offices, in addition to providing housekeeping, maintenance and support services to the Lieutenant Governor and the offices of the Premier, the Speaker and Members of Provincial Parliament in the Legislative Building. The Northern Region (Branch) has three district and three area offices reporting to it.

Regional and district office staff guide and counsel other ministries, contractors and services suppliers, developing a closer communications link between them and the program specialists in Queen's Park. The district offices are responsible for the day-to-day cafeteria operations, supplier **tendering** and contract administration for **food** services in provincial court houses and office **buildings** occupied by government ministries.

The regional staff are also responsible for the operation, maintenance and repair of building structures, heating, ventilating, air-conditioning and electrical systems; the provision of cleaning, **security**, grounds maintenance (**horticultural service**) and common administrative services in consolidated government office buildings within their geographic area. In addition, the regional offices are responsible for the **tendering** and supervision of construction of minor capital projects, as well as alterations and improvements for both leased and government-owned buildings.

Regional staff respond to **emergency** situations requiring the protection of Ministry staff, the public and government-owned buildings.

Metro Toronto Regional Office
Ferguson Block, 9th Flr.
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-965-0700

Queen's Park District Office
32/34 Grenville St.
Toronto M7A 1N7
416-965-6811

East Metro District Office
178 Queen's Quay E.
Toronto M5A 1B4
416-965-6034

West Toronto District Office
171 Judson St.
Toronto M8Z 1A4
416-255-2381

Southern Regional Office
90 Dundas St. W.
Mississauga L5B 3A1
416-848-3990

Guelph District Office
400 Elizabeth St.
Guelph N1H 2Y1
519-822-1150

Kemptville District Office
Concession Rd.
P.O. Bag 2008
Kemptville K0G 1J0
613-258-3411

Kingston District Office
1055 Princess St.
P.O. Bag 8000
Kingston K7L 5A8
613-547-2255

London District Office
900 Highbury Ave.
P.O. Box 5452
London N6A 4L6
519-453-3550

Orillia District Office
24 James St. E.
P.O. Box 790
Orillia L3V 6K7
705-325-7403

Northern Regional Office
199 Larch St.
P.O. Box 2635, Station 'A'
Sudbury P3E 5P9
705-675-4176

North Bay District Office
1353 Gorman St.
North Bay P1B 2Y3
705-476-2260

Sudbury District Office
Highway 69 S.
McFarlane Lake
P.O. Box 2520
Postal Station A
Sudbury P3A 4S9
705-675-4361

Thunder Bay District Office
500 Algoma St. N.
P.O. Box 3020
Thunder Bay P7B 5G5
807-475-1285

Kenora Area Office
720 Robertson St.
P.O. Box 516
Kenora P9N 3X8
807-468-8918

Sault Ste. Marie Area Office
445 Albert St. E.
Sault Ste. Marie P6A 2J9
705-949-4515

Timmins Area Office
Hollinger Lane
P.O. Box 520
Schumacher P0N 1G0
705-264-2234

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1).

PUBLIC SERVICE SUPERANNUATION BOARD

MGS 46

George Drew Bldg., 13th Flr.

25 Grosvenor St.

Toronto M7A 1N3

416-965-1709

The Public Service Superannuation Board recommends payments of **annuities, pensions** and **disability** benefits to **employees** of the **Ontario Public Service** and rules on applications in respect of past service credits and pension credit transfers under the **Public Service Superannuation Act**. The Board also hears **appeals** from contributors, pensioners or dependents against administrative decisions made by the **Employee Benefits and Data Services Branch**.

ACTS

ACTS

MGS 47

The following is a list of Acts administered by the Ministry of Government Services. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Flag Act

Floral Emblem Act

Ministry of Government Services Act, R.S.O. 1980 and Amendments

Official Notices Publication Act

Public Service Superannuation Act

MINISTRY OF HEALTH

Hepburn Block, 80 Grosvenor St.
Queen's Park, Toronto M7A 1R3

The Ministry of Health originally was the Provincial Board of Health of Ontario created by the Public Health Act of 1882 as the first permanent health care administrative body in the Province. The Board remained part of the Department of the Provincial Secretary until 1919 when it was transferred to the Department of Labour under the Minister of Health and Labour. The Provincial Board became the Department of Health in 1925. In 1930 the first Minister of Health was appointed and the Department of Hospitals was established under the new Minister's direction. (Hospitals, sanatoria and mental institutions previously reported to the Provincial Secretary.) In 1934 the Department of Hospitals was merged, as a division, under the Department of Health. Insured hospital services were introduced in 1959 and insured physicians' services in 1966; the two were combined under the Ontario Health Insurance Plan (OHIP) in 1972. The Department of Health's name was changed to Ministry of Health in 1971.

The Ministry is responsible for ensuring the good health of the Ontario public by administering such programs as health insurance, care for the mentally ill, extended health care, home care services, the regulation of hospitals and nursing homes and drug benefit. The Ministry operates psychiatric hospitals and medical laboratories and coordinates ambulance services.

OFFICE OF HEALTH PROMOTION

HEALTH 1

Suncor Bldg., 8th Flr.
56 Wellesley St. W.
Toronto M7A 2B7
416-965-9203

The function of this group is to coordinate and assist in the design of **health** promotion and **disease** prevention programs and activities within the public and private sectors, in concert with the Minister's advisory body, the Implementation Group on Health Promotion and Disease Prevention chaired by Mr. Steve Podborski. Correspondence for the Group may be directed through this office.

The Office of Health Promotion does not duplicate the service of the Communication and Information Branch responding to public enquiries for health information, see HEALTH 21.

OFFICE OF THE DEPUTY MINISTER

POLICY ANALYSIS AND RESEARCH BRANCH

HEALTH 2

Hepburn Block, 8th Flr.
Queen's Park, Toronto M7A 1R3
416-965-6246

The function of this branch is to promote and provide support for corporate planning and to support policy development at the corporate level. This includes analyzing the **health** care system and its environment from a long-term perspective; developing and implementing health research strategy for the Province and establishing policy on health professional manpower and research **manpower**. The branch also manages the health **research grants** program, including the **Provincial Lottery grants**; directs the Clinical

Education program and provides liaison between the Ministry and the **Ontario Council of Health**.

LEGAL BRANCH

HEALTH 3

Hepburn Block, 10th Flr.
Queen's Park, Toronto M7A 1S3
416-965-2477

Legal Branch provides general legal services to the Ministry. The Legal Branch is seconded to the Ministry by the Ministry of the Attorney General.

FRENCH LANGUAGE HEALTH SERVICES

HEALTH 4

Hepburn Block, 7th Flr.
Queen's Park, Toronto M7A 1R3
416-965-5519

French Language Health Services coordinates the provision of **French language services** in the Ministry of Health, including the provision of such services to the Franco-Ontarian public.

SERVICES EN FRANÇAIS

Le coordonnateur des services en français de ce ministère est responsable de la mise en oeuvre de la politique du gouvernement en matière de services en langue française (services aux Franco-Ontariens en langue française).

ASSISTANT DEPUTY MINISTER - COMMUNITY AND PUBLIC HEALTH

PUBLIC HEALTH AND NURSING

HEALTH 5

HOMES DIVISION
15 Overlea Blvd., 5th Flr.
Toronto M4H 1A9
416-963-3581

This division ensures the efficient and effective management of programs in the areas of Community Health, Public Health and Nursing Homes.

OFFICE OF THE CHIEF MEDICAL OFFICER OF HEALTH

HEALTH 6

80 Grosvenor St., 7th Flr.
Toronto M7A 1R3
416-965-6302

This office undertakes investigations and studies and provides recommendations for policy and long-range planning that are directed to the prevention of the spread of **disease** and the promotion and protection of **health**. The Chief Medical Officer of Health monitors the organization and delivery of **public health** programs and services provided by local boards of health and, in certain circumstances when directed by the Minister, will appropriately act to protect health and ensure the provision of necessary public health programs and services.

COMMUNITY HEALTH PROGRAMS BRANCH

HEALTH 7

15 Overlea Blvd., 6th Flr.
Toronto M4H 1A9
416-963-1364

The Community Health Programs Branch is responsible for administering the Assistive Devices Program, the Health Service Organization and Community Health Centre Program, the Home Care Program and Placement Coordination Services.

COMMUNITY HEALTH PROGRAMS BRANCH
ASSISTIVE DEVICES PROGRAM

HEALTH 8

15 Overlea Blvd., 6th Flr.
Toronto M4H 1A9
416-963-1956 (Toronto)
1-800-268-6021 (Toll-free)
1-800-268-6023 T.T.Y. - T.D.D. (Toll-free)

The Assistive Devices Program (ADP) pays approximately 75 per cent of the cost of selected and prescribed **medical** equipment and supplies for young people 21 years of age or younger. These assistive devices currently include hearing aids, wheelchairs, braces and splints, artificial arms, legs and eyes, breast prostheses, genito-urinary and ostomy drainage supplies, compressors, suction units, oxygen, tracheotomy supplies, ventilators and others. **Communication** aids and devices to assist those who are **blind** or who have low vision were added in the fall of 1983. People wishing to make use of the program must first see their **physician** who will help make any necessary referrals and help them complete an ADP form. Therapists, audiologists, nurses and other **health care professionals** who would be involved in assessing young people for such equipment must register with ADP. ADP pays directly only to those companies selling such equipment who have signed a contract with ADP. Information on the program may be obtained by contacting the local Home Care Program Office (see HEALTH 9) or by writing or phoning the above office.

COMMUNITY HEALTH PROGRAMS BRANCH
HOME CARE PROGRAM

HEALTH 9

15 Overlea Blvd., 6th Flr.
Toronto M4H 1A9
416-963-1360/4

The Home Care Program provides services at the community level on a visiting basis to patients who are referred by their physicians and who meet the eligibility criteria. Although patients are assessed on nine criteria, the basic criterion is that a patient must require a professional service such as **nursing**, **physiotherapy**, **occupational therapy** or **speech therapy**. If a patient meets the eligibility criteria, they may also be eligible for additional services such as: **nutritional** counselling, medical **social work**, **drugs**, **medical** supplies and equipment, **meals on wheels** or **homemaking**. There are two components to Home Care: acute and chronic. Both Acute and Chronic Home Care are available throughout the province. In addition, **School Health Service** including treatment of nursing, physiotherapy, speech therapy, occupational therapy and nutritional counselling are available on a visiting basis to **children** in **school** (as defined by the Education Act), where need for treatment outside the school setting would be disruptive to the child's educational program. Referrals should be made directly to the nearest local Home Care Program; telephone numbers are listed below.

Patient Referral Centre
c/o Belleville General Hospital
Dundas St. E.
Belleville K8N 5A9
613-966-3530

Peel Regional Health Unit
10 Peel Centre Dr.
Brampton L6T 4B9
416-791-9400

225 St. Paul Ave., 9th Flr.
Brantford N3R 5Z3
519-759-7752

c/o Leeds, Grenville &
Lanark Health Unit
82 Emma St.
Brockville K6V 1S7
613-345-0060

760 Brant St.
Burlington L7R 4B7
416-639-5141

220 Riverview Dr.
P. O. Box 306
Chatham N7M 5K4
519-351-9780

London Road, c/o Huronview
P. O. Box 458
Clinton N0M 1L0
519-482-3411

1000 Pitt St.
Cornwall K6J 3S5
613-933-1375

324 Church St.
Fort Frances P9A 1E1
807-274-9384

125 Delhi St.
Guelph N1E 4J5
519-823-2550

447 Main St. E.
Hamilton L8N 1K1
416-523-8600

Medical Centre
Group Box 89, R.R. 3
Huntsville P0A 1K0
705-789-8828

Northwestern Health Unit
1 Ocean Ave. W., R.R. 1
Kenora P9N 3W7
807-468-6740

221 Portsmouth Ave.
Kingston K7M 1V5
613-549-1239

6 Tweedsmuir Rd.
Kirkland Lake P2N 1H9
705-567-9355

108 Angeline St. S.
Lindsay K9V 3L5
705-324-9165

561 Dundas St.
London N6B 1X1
519-433-4088

Simcoe County Admin. Bldg.
Midhurst L0L 1X0
705-722-3344

Regional Municipality of York
615 Davis Dr., Ste. 202
Newmarket L3Y 2Y2
416-895-1240

City Hall Tower, 5th Flr.
200 McIntyre St. E., P. O. Box 185
North Bay P1B 8G8
705-476-1144

Community Health Services Centre
301 Golf St.
Oshawa L1G 4B2
416-723-8531

495 Richmond Rd.
Ottawa K2A 4A4
613-722-2029

301-920 1st Ave. W.
Owen Sound N4K 4K5
519-371-2112

Parry Sound District General Hospital
Parry Sound P2A 1T3
705-746-9321

1217 Pembroke St. E.
P. O. Box 940
Pembroke K8A 7M5
613-735-4133

835 Weller St.
Peterborough K9J 4Y1
705-743-2212

167 Kendall St.
Point Edward N7V 4G6
519-336-8112

301 Lake St.
Sault Ste. Marie P6A 4A9
705-949-1650

Simcoe Town Shopping Centre
Second Level
150 West St.
Simcoe N3Y 5C1
519-426-7400

113-115 Cushman Rd., Unit 61
St. Catharines L2M 6S9
416-684-9441

360 Talbot St., Box 8
St. Thomas N5P 1B6
519-631-9907

653 West Gore St.
Stratford N5A 1L4
519-273-2010

Regency Gate
1760 Regent St. S.
Sudbury P3E 3Z8
705-522-3460

c/o Green Acres School
405 West Isabella St.
Thunder Bay P7E 5E5
807-623-4977

169 Pine St., Postal Bag 2012
Timmins P4N 8B7
705-267-1181

45 Sheppard Ave. E.
Willowdale M2N 5W9
416-229-2929

30 Dupont St. E.
Waterloo N2J 2G9
519-886-8160

410 Giles Blvd. E.
Windsor N9A 4C6
519-253-4612

69 Light St., P. O. Box 815
Woodstock N4S 8A3
519-539-1284

COMMUNITY HEALTH PROGRAMS BRANCH
HEALTH SERVICE ORGANIZATION AND
COMMUNITY HEALTH CENTRE PROGRAM
15 Overlea Blvd., 6th Flr.
Toronto M4H 1A9
416-963-2789

HEALTH 10

Health Service Organizations (HSOs) are physician groups, hospitals, and other organizations which receive **capitation payment** for medical services in lieu of OHIP fee for service. HSOs' capitation payments are on behalf of developed roster populations. HSOs may also receive a hospital incentive payment if the hospitalization of their roster members is less than that of the non-HSO population of their districts. Further information can be obtained by writing to the program at the above address.

The Community Health Centres (CHCs) are community-sponsored organizations providing **primary health care** treatment services to a specified population having a higher disease burden, or in need of improved access to care. CHC funding is provided through program-based budgets developed by the Ministry. CHC program proposals must identify the health needs of their population. Proposals are reviewed and ranked by local District Health Councils. Information on the program can be obtained by writing to the above address.

**COMMUNITY HEALTH PROGRAMS BRANCH
PLACEMENT COORDINATION SERVICES**

HEALTH 11

15 Overlea Blvd., 6th Flr.
Toronto M4H 1A9
416-963-2789

Placement Coordination Services commenced in 1979 and is totally funded by the Ministry. Its primary objective is to provide a single channel to help people requiring placement in **long term medical care** facilities obtain suitable accommodation and the most appropriate services. A placement coordination service may be sponsored locally by any recognized planning or service agency. Sponsoring groups must obtain written agreement from the majority of local hospitals, nursing homes and homes for the aged signifying their participation before a program can be funded by the Ministry.

PUBLIC HEALTH BRANCH

HEALTH 12

15 Overlea Blvd., 5th Flr.
Toronto M4H 1A9
416-963-2229

The Public Health Branch provides leadership and support to the **public health** system in the Province through: comprehensive support services to Health Units and corporate management in the Ministry based on an in-depth knowledge of issues and needs, both local and provincial; central epidemiological services in support of an effective public health system response to outbreaks of disease. It also maintains a comprehensive data base for **health** care planning at the Ministry and local levels.

**PUBLIC HEALTH BRANCH
DISEASE CONTROL AND EPIDEMIOLOGY**

HEALTH 13

15 Overlea Blvd., 5th Flr.
Toronto M4H 1A9
416-963-2238

This office is a comprehensive provincial epidemiology service which collects **statistics** on **disease** trends including infectious and non-infectious diseases, sexually transmitted diseases, animal diseases with human implications, and various environmental hazards with public health implications.

It supplies **vaccines**, **snake** anti-venom, anti-**rabies** treatment and **drugs** for the treatment of **tuberculosis**, leprosy and of sexually transmitted or **venereal diseases** and provides a consultative service to Medical Officers of Health, private physicians, other ministries and agencies in matters of **disease** control.

PUBLIC HEALTH BRANCH PUBLIC HEALTH RESOURCE SERVICE

HEALTH 14

15 Overlea Blvd., 5th Flr.

Toronto M4H 1A9

416-963-2232

The Public Health Resource Service is a multi-disciplinary team of public health professionals who work in close collaboration with local health agencies, federal and municipal governments, universities and professional associations to identify and respond to province-wide **public health** needs. The service provides technically-competent consultative support in the practice of **public health** to field agencies/organizations in the areas of **nursing, nutrition, public health inspection, dentistry** and project management and coordination. It also administers the regulation regarding public **swimming pools** under the Health Protection and Promotion Act, including approval of building plans (963-2232). For the delivery of local **public health** services, contact the local public health unit.

NURSING HOMES BRANCH

HEALTH 15

15 Overlea Blvd., 5th Flr.

Toronto M4H 1A9

416-963-1038

Nursing Homes Branch is responsible for issuing **licences** to, and inspecting **nursing homes** in Ontario to ensure they operate in compliance with the Nursing Homes Act, 1972 and that care provided is in accordance with residents' needs. **Construction** plans for new nursing homes must be approved by the branch.

Inspection involves quality and quantity of nursing and personal care provided, adequacy of fire and general **safety** equipment, sanitation and dietary services. The branch investigates all complaints received from the public pertaining to the care of residents and the operation of nursing homes.

Most nursing home residents are eligible for Extended Health Care (EHC) benefits under the Ontario Health Insurance Plan (OHIP). For nursing home inspection, complaints, and a listing of nursing homes in Ontario, contact head office or regional offices as listed.

London Regional Office
227 Queens Ave., 3rd Flr.
London N6A 1J8
519-434-1105

Toronto Regional Office
15 Overlea Blvd., 5th Flr.
Toronto M4H 1A9
416-963-1041

Ottawa Regional Office
15 Rideau St., Ste. 403
Ottawa K1N 9J1
613-566-2736

UNDERSERVED AREA PROGRAM

HEALTH 16

15 Overlea Blvd., 6th Flr.

Toronto M4H 1A9

416-963-1176

The Underserved Area Program provides financial incentives to recruit **health** care pro-

professionals to practice in areas of the Province designated as underserved. Incentives are provided for **physicians, dentists, physiotherapists and occupational therapists.**

Bursaries are provided to students attending a Canadian university, in the last two years, for a return of service upon graduation in the following fields: **medical, dental, physiotherapy, speech and audiology and occupational therapy.**

A mobile dental coach treatment program for elementary school children is provided for remote school communities, especially in northern Ontario.

NORTHERN MEDICAL SPECIALIST INCENTIVE PROGRAM

HEALTH 17

15 Overlea Blvd., 6th Flr.
Toronto M4H 1A9
416-963-1176

The **Northern Medical Specialist Incentive Program (NMSIP)**, established in 1985, provides **financial incentives** for approved **medical specialists** to locate in Thunder Bay, Sault Ste. Marie, Sudbury, Timmins and North Bay and who will travel to smaller communities in each district. The program operates under the Ministry of Health Act.

DISTRICT HEALTH COUNCIL PROGRAM

HEALTH 18

15 Overlea Blvd., 6th Flr.
Toronto M4H 1A9
416-963-0614

District Health Council Program coordinators develop and promote **District Health Councils** which serve as local **health** planning bodies, coordinating and consolidating health services and planning new programs for their areas. **Volunteers** representing a cross-section of the Ontario population are nominated to the councils at the local level and recommended for appointment by the Minister of Health. The six Area Planning Coordinators act as major Ministry contacts for health planning and coordination of Ministry plans and operations on an area basis. The following is a list of **District Health Councils**, organized by area and by county within each area:

CENTRAL EAST AREA

Durham Region District
40 King St. W., Ste. 300
Oshawa L1H 1A4
416-433-4262

Haliburton, Kawartha and Pine Ridge District
P. O. Box 544
Peterborough K9J 6Z6
705-748-2992

Metropolitan Toronto District
1246 Yonge St., 3rd Flr.
Toronto M4T 1W5
416-922-8820

Simcoe District
County Administration Bldg.
Midhurst L0L 1X0
705-726-9300

Peel District
10 Peel Centre Dr., 1st Flr.
Brampton L6T 4B9
416-791-7906

EASTERN AREA

Rideau Valley District
1 Abel St., Box 487
Smiths Falls K7A 4T4
613-283-6980

Ottawa-Carleton Regional District

1355 Bank St., Ste. 304

Ottawa K1H 8K7

613-523-6000

CENTRAL WEST AREA

Brant District

32 Clarence St., Ste. 202

Brantford N3T 2V5

519-756-1330

Haldimand-Norfolk District

101 Nanticoke Creek Pkwy., Box 5081

Townsend N0A 1S0

519-587-2231

Halton District

2324 Trafalgar Rd., Box 1086

Oakville L6J 5E9

416-842-2120

Hamilton-Wentworth District

Patterson Bldg.

Sanatorium Rd., 2nd Flr.

Main Post Office, Box 2085

Hamilton L8N 3R5

416-389-1321

Niagara District

1440 Pelham St. S., Box 1059

Fonthill L0S 1E0

416-892-5771

Waterloo Region District

75 King St. S., Ste. 218

Waterloo Square

Waterloo N2J 1P2

519-884-6390

Wellington-Dufferin District

317 Speedvale St. E.

Guelph N1E 1N3

519-836-7440

NORTH EAST AREA

Algoma District

123 March St., Ste. 405

Sault Ste. Marie P6A 2Z5

705-942-0200

Cochrane District

Pine St. S., Ste. 310

Timmins P4N 2K3

705-264-9539

Manitoulin-Sudbury District

142 Durham St. S.

Sudbury P3E 3M7

705-675-5654

Muskoka-Parry Sound Steering Committee
c/o Lorne Tudhope Insurance Brokers
Ltd.

24 William St.

Parry Sound P2V 1V1

705-746-9315

NORTH WEST AREA

Kenora-Rainy River District

101 Main St. S.

Kenora P9N 1T1

807-468-5683

Thunder Bay District

516 Victoria Ave., Ste. 1

Thunder Bay P7C 1A7

807-623-6131

SOUTH WEST AREA

Essex County District

76 University Ave. W., Ste. 207

Windsor N9A 5N7

519-256-4568

Grey-Bruce District

945 3rd Ave. E., Ste. 5

Owen Sound N4K 2K8

519-376-6691

Kent County District

75 Thames St.

Chatham N7L 1S4

519-351-1162

Thames Valley District

310 Wellington Rd. S.

London N6C 4P4

519-679-9140

Lambton District

805 Christina St. N., Rm. 203

Sarnia N7V 1X6

519-337-5485

INFORMATION AND SYSTEMS DIVISION**INFORMATION RESOURCES AND SERVICES
BRANCH****HEALTH 19**

15 Overlea Blvd., 4th Flr.

Toronto M4H 1A9

416-965-8163

The branch is responsible to all levels of the **health** care sector engaged in the planning and evaluation process for the identification, interpretation and provision, in an aggregate form, of health and **socio-economic information** and **research** in areas such as health care utilization, health care payment systems, regional distribution of health care services, and health care **statistics** related to **hospitals** and other **medical** and health care institutions.

MANAGEMENT SYSTEMS BRANCH**HEALTH 20**

15 Overlea Blvd., 2nd Flr.

Toronto M4H 1A9

416-965-8029

The Management Systems Branch advises the Ministry and related agencies on all aspects of information and communications technology. It provides **systems development** consulting and data services for a broad range of Ministry needs including large main-frame-based systems, office technology and micro **computer** based operations. The branch assists in acquiring related services of central agencies in government or obtaining management and systems consulting services, and computer products and services from outside suppliers. It identifies opportunities for systems improvement and coordinates the definition and management of systems development, utilizing security and confidentiality safeguards. It provides ministry information and communications technology strategic plans. A satellite office has been established to serve the Health Insurance Division - (OHIP) in Kingston: Insurance Systems Support Section, Macdonald-Cartier Bldg., 5th Flr., Kingston K7L 3J5, 613-548-6477.

**COMMUNICATIONS AND INFORMATION
BRANCH****HEALTH 21**

Hepburn Block, 9th Flr.

Queen's Park, Toronto M7A 1S2

Media inquiries: 416-965-5167

General inquiries: 416-965-3101

The Communications and Information Branch provides information services, **health education** materials and health education programs for the Ministry of Health. The

branch informs the public, client groups and the media about the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. The branch provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries and producing and distributing publications, news releases and speeches.

Creative Services (965-5811) develops strategies and methods for the Ministry in the area of **health education** and health promotion. The section develops proposals and recommendations to promote the best individual and collective levels of health possible. It also maintains contact with other organizations involved in health promotion, such as those within various levels of government, district health councils, local official health agencies and professional and voluntary health organizations, to avoid duplication and to reinforce any deserving efforts undertaken in the field.

ASSISTANT DEPUTY MINISTER - INSTITUTIONAL HEALTH

INSTITUTIONAL OPERATIONS BRANCH

HEALTH 22

15 Overlea Blvd., 7th Flr.
Toronto M4H 1A9
416-965-8161

The principal function of the Institutional Operations Branch is to ensure the efficient and equitable funding of **health** services within public and private **hospitals**, adults' and children's outpatient **rehabilitation** centres and the Ontario Cancer Treatment and Research Foundation in order to meet both community needs and Ministry standards and guidelines. The **Alternate Payments Program** and **Chiropody Program** are also administered by branch staff.

INSTITUTIONAL PLANNING BRANCH

HEALTH 23

15 Overlea Blvd., 7th Flr.
Toronto M4H 1A9
416-965-8015

The Institutional Planning Branch reviews and approves programs and plans for the **construction** and renovation of health care facilities including active and chronic **hospitals**, crippled children's treatment centres, rehabilitation centres and nursing homes. The branch also administers capital **grants** to projects approved under the Public Hospitals Act.

The branch provides consulting services and prepares design standards for the development of efficient and economical health facilities. Contact Information Resources and Services, (see HEALTH 19) at 965-8163 for hospital statistics.

The X-ray Inspection Service (7 Overlea Blvd., Toronto M4H 1A8, 963-1035) administers the regulation respecting X-ray safety by registering owners of equipment designed to produce **X-rays** used in the practice of medicine, approving plans for permanent locations and inspecting them. Provisions of this regulation apply only to the healing arts.

CORPORATE SUPPORT SERVICES

HEALTH 24

Hepburn Block, 10th Flr.
80 Grosvenor St.
Toronto M7A 1R3
416-965-8443

The purpose of this service is to assess and participate in policy and program development for Institutional Health. It also evaluates the effectiveness of current and newly implemented policies and programs. Some examples of the programs handled by this unit include: organ transplantations; the dental component of cleft lip and palate; in-vitro fertilization and sexual assault treatment centres.

**ASSISTANT DEPUTY MINISTER-EMERGENCY SERVICES
LABORATORIES AND DRUG PROGRAMS**
LABORATORY SERVICES BRANCH

HEALTH 25

Box 9000, Terminal 'A'
Resources Rd., Hwy. 401 & Islington Ave.
Toronto M5W 1R5
416-248-3196

Laboratory Services Branch has **public health laboratories** throughout the Province which perform tests to assist in diagnosis, prevention and treatment of **disease**. It serves doctors, hospitals, health units and other ministries, and analyzes **drinking water** for the general public. For drinking water specimen mailing kits call local public health laboratory, listed below.

The Laboratory Inspection Section (963-1032) issues **licences** and inspects **medical laboratories** to ensure development and maintenance of high standards of medical laboratory services and to encourage the most economical use of available resources. Private and **hospital** laboratories are inspected, as necessary, and facts on all aspects of laboratory operations are gathered. The branch also issues licences to specimen collection centres.

Public Health Laboratory
Hamilton Psychiatric Hospital
250 Fennell Ave. W., Box 2100
Hamilton L8N 3R5
416-385-5379

Public Health Laboratory
750 Memorial Ave.
Box 600
Orillia L3V 6K5
705-325-7449

Public Health Laboratory
Government Bldg.
181 Barrie St., Box 240
Kingston K7L 4V8
613-547-2292

Public Health Laboratory
346 Moodie Dr.
Box 6301, Station 'J'
Ottawa K2A 1S8
613-828-2442

Public Health Laboratory
London Psychiatric Hospital
Box 5704, Terminal 'A'
850 Highbury Ave.
London N6A 4L6
519-455-9310

Public Health Laboratory
*Midwestern Regional Children's
Centre*
Box 700, Highway #23
Palmerston N0G 2P0
519-343-3102

Public Health Laboratory
1341 Dobbin Ave., Box 265
Peterborough K9J 6Y8
705-743-6811

Public Health Laboratory
160 McDougall St.
Box 220
Sault Ste. Marie P6A 5L6
705-254-7132

Public Health Laboratory
Sudbury & District Health Unit
1300 Paris Cres.
Sudbury P3E 3A3
705-522-2640
(Timmins Satellite)

Public Health Laboratory
336 South Syndicate Ave.
Box 1100, Station 'F'
Thunder Bay P7C 4X9
807-622-6449

Public Health Laboratory
67 Wilson Ave.
Timmins P4N 2S5
705-264-9571

Public Health Laboratory
Central Laboratory
Box 9000, Terminal 'A'
81 Resources Rd.
Highway 401 & Islington Ave.
Toronto M5W 1R5
416-248-3171

Public Health Laboratory
3400 Huron Church Rd.
Box 1616
Windsor N9A 6S2
519-969-4341

AMBULANCE SERVICES BRANCH

7 Overlea Blvd., 7th Flr.
Toronto M4H 1A8
416-963-2640

HEALTH 26

Ambulance Services Branch is responsible for the provision of ambulance services in Ontario. It **licenses** private, municipal and hospital-based **ambulance** services and directly operates nine services staffed by Ministry of Health personnel.

It also provides coordination of air ambulance transfers through a central communications centre, listed below. Emergency **ambulance** service can be requested via the number listed in local telephone directories or by dialing '0' for operator and asking for Zenith 90000.

Six Ambulance Services Branch regional offices are located throughout the Province. Staff provide a direct link with the Ambulance Services Branch head office in Toronto coordinate the review and approval of **funds** allocated to each ambulance service; provide advice related to **disaster** planning programs and ambulance service training programs; evaluate ambulance vehicle and equipment needs within the region; liaise with all levels of municipal, provincial, and federal governments to ensure appropriate ambulance services; meet with and provide advice to ambulance service operators to ensure that service is provided and that it is consistent with legislated requirements; receive public inquiries on the ambulance system and handle **complaints** from **consumers** pertaining to the quality of service provided. The regional offices are listed below.

Ontario Government Bldg.
119 King St. W., Box 2112
Hamilton L8N 3Z9
416-521-7148

205 York St., 2nd Flr.
London N6A 1B4
519-679-4600

109 Bradford St.
Barrie L4N 3A9
705-726-3541

75 Spring St.
P. O. Box 790
Almonte L4N 3A9
613-256-3070

199 Larch St., 11th Flr.
Sudbury P3E 5P9
705-675-4336

435 South James St.
Thunder Bay P7E 6E3
807-475-1290

Central Air Ambulance Communications
Centre
15 Overlea Blvd., 1st Flr.
Toronto M4H 1A9
416-963-1150
Duty Officer access number 705-726-8103

DRUG PROGRAMS AND POLICY BRANCH DRUGS AND THERAPEUTICS ADVISORY SERVICE

HEALTH 27

7 Overlea Blvd., 6th Flr.
Toronto M4H 1A8
416-963-2175

The service is responsible for the quality assessment of **drugs**, listed in the **Drug Benefit Formulary** and Ontario's schedule of 'Interchangeable' Drug Products. Drugs listed in these **publications** are provided as benefits under the Drug Benefit program. The publications also identify which brands of drugs may be interchanged under provincial statutes. The branch advises the Ministry of Health and other provincial ministries, institutions, professional organizations, pharmaceutical industry and the general public on matters which relate to pharmaceuticals, therapeutics and the practice of **pharmacy**. It sets standards for quality of **pharmaceuticals** in nursing homes, homes for the aged, hospitals and government institutions. It provides secretariat functions to the Minister's advisory body, the Drug Quality and Therapeutics Committee.

DRUG PROGRAMS AND POLICY BRANCH PHARMACEUTICAL SERVICES

HEALTH 28

P. O. Box 68
Kingston K7L 5K1
613-548-6572
416-965-9451 (Toronto area callers)

The Pharmaceutical Services Section of the Drug Programs and Policy Branch is responsible for the program delivery of **Ontario's Drug Benefit Plan**. It publishes and distributes the **Ontario Drug Benefit Formulary** and schedule of 'Interchangeable' Drug Products, a prescribing guide for doctors and a dispensing aid for pharmacists. When prescribed by an Ontario doctor or dentist and dispensed in Ontario, **drugs** in the Formulary (and in exceptional circumstances those for which a special authorization has been obtained) are available free to Drug Benefit recipients. The section processes claims and monitors bill-

ings from all Drug Benefit providers and authorizes all services under the plan. Pharmaceutical Services acts in an advisory capacity in all matters related to Ontario Drug Benefit; provides liaison with **pharmaceutical** services in **nursing homes, homes for the aged, hospitals** and government institutions.

ASSISTANT DEPUTY MINISTER - MENTAL HEALTH

ASSISTANT DEPUTY MINISTER - MENTAL HEALTH

HEALTH 29

Hepburn Block, 8th Flr.
Queen's Park, Toronto M7A 1R3
416-965-6234

The Assistant Deputy Minister's office provides a focus for the planning and operation of **mental health** services throughout the Province. This includes program responsibility for the ten provincial **psychiatric hospitals**, community mental health programs and policy development for the psychiatric units of general hospitals.

MENTAL HEALTH OPERATIONS BRANCH

HEALTH 30

Hepburn Block, 8th Flr.
Queen's Park, Toronto M7A 1R3
416-965-6236

The Mental Health Operations Branch is responsible for the administration of the Province's ten **psychiatric hospitals**, with a total bed capacity of approximately 4,600, legislated under the Ontario Mental Health Act (1985) and the Mental Hospital Act. The hospitals provide a range of adult psychiatric services including acute care, rehabilitation, long term care, alcohol and psychogeriatrics.

The branch also administers the **Homes for Special Care Program** issuing licences to and **inspecting** Homes for Special Care which provide **nursing home** and **residential home care** to former patients of Ontario **psychiatric hospitals**. It administers the **Community Mental Health Program**, which funds a range of both **hospital** and community based **mental health** services, including out-patient and day care treatment programs, supportive housing, vocational training and detoxification services. It also provides sessional fees for **psychiatrists** in general hospitals engaged in **community mental health services**. There are ten psychiatric hospitals in the province:

Brockville Psychiatric Hospital
P. O. Box 1050
Brockville K6V 5W7
613-345-1461

Kingston Psychiatric Hospital
P. O. Box 603
Kingston K17 4X3
613-546-1101

Hamilton Psychiatric Hospital
P. O. Box 585
Hamilton L9C 3N6
416-388-2511

London Psychiatric Hospital
850 Highbury Ave.
P. O. Box 2532
London N6A 4H1
519-455-5110

North Bay Psychiatric Hospital
P. O. Box 3010
North Bay P1B 8L1
705-474-1200

Lakehead Psychiatric Hospital
P. O. Box 3370
Thunder Bay P7B 5J8
807-344-3571

Mental Health Centre
P. O. Box 698
Penetanguishene L0K 1P0
705-549-7431

Queen St. Mental Health Centre
1001 Queen St. W.
Toronto M6J 1H4
416-535-8501

St. Thomas Psychiatric Hospital
P. O. Box 2004
St. Thomas N5P 3V9
519-631-8510

Whitby Psychiatric Hospital
P. O. Box 613
Whitby L1N 5S9
416-668-5881

MENTAL HEALTH PLANNING BRANCH
Hepburn Block, 8th Flr.
Queen's Park Toronto M7A 1R3
416-965-3244

HEALTH 31

The Mental Health Planning Branch coordinates and assesses policy issues and strategies and makes planning policy recommendations that impact on the future direction of the **mental health** care delivery system. The branch identifies **research** needs, provides consulting services to the Mental Health Operations Branch, and devises programs and policies for effective mental health care in the Province.

ASSISTANT DEPUTY MINISTER ADMINISTRATION, FINANCE AND HEALTH INSURANCE

AUDIT BRANCH
7 Overlea Blvd., 2nd Flr.
Toronto M4H 1A8
416-965-4338

HEALTH 32

Audit Branch is responsible for the Ministry's audit functions which include the review and appraisal of accounting, financial and operating controls within the Ministry and in agencies funded by the Ministry.

**HUMAN RESOURCES AND PERSONNEL
DEVELOPMENT BRANCH**
Hepburn Block, 11th Flr.
Queen's Park, Toronto M7A 1R3
416-965-5077

HEALTH 33

Human Resources Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. The branch is responsible for the establishment of ministry personnel policies and procedures, the determination of appropriate classification and compensation levels for all ministry employees, staff recruitment, employee counselling and the investigation of employee grievances. The branch coordinates the Ministry's **youth employment** program and maintains the Ministry's personnel and employee benefit records. It provides liaison between the Ministry and the Civil Service Commission and the Ontario Public Service Employees

Union (OPSEU). The branch coordinates ministry programs in management manpower planning and development, attendance improvement, customer service and regulatory reform in efforts to improve service to the public and client groups; it is also a staff development resource to the health sector. The branch is regionalized to provide personnel services to all offices of the Ministry in their geographic regions. Regional offices are listed below.

P. O. Box 1050
Brockville K6V 5W7
 613-345-1461

100 West 5th St.
Hamilton L9C 3N6
 416-388-2511

752 King St. W.
Kingston K7L 4X3
 613-546-1101

Box 48 (OHIP)
 49 Place d'Armes
Kingston K7L 5J3
 613-548-6271

850 Highbury Ave.
London N6A 4H1
 519-455-5110

Box 3010
North Bay P1B 8L1
 705-474-1200

Church St.
Penetanguishene L0K 1P0
 705-549-7431

Box 2004
St. Thomas N5P 3V9
 519-631-8510

580 Algoma St. N.
 Box 2930
Thunder Bay P7B 5G4
 807-344-3571

Queen's Park Unit
 11th Flr., Hepburn Block
Toronto M7A 1S5
 416-965-5041

Overlea Unit
 6th Flr., 7 Overlea Blvd.
Toronto M4H 1A8
 416-965-2025

Islington Satellite Unit
 Resources Rd.
Toronto M5W 1R5
 416-248-3018

1001 Queen St. W.
Toronto M6J 1H4
 416-535-8501

Box 613
Whitby L1N 5S9
 416-668-5881

AFFIRMATIVE ACTION PROGRAM
 7 Overlea Blvd., 6th Flr.
Toronto M4H 1A8
 416-963-0207

HEALTH 3

The Affirmative Action Program Manager plans, develops and coordinates the **Affirmative Action Program** in the Ministry of Health to improve the status of its female employees, with the ultimate goal of ensuring equal opportunity for women in the Ontario government.

HEALTH INSURANCE DIVISION (OHIP)**GENERAL MANAGER'S OFFICE**

HEALTH 35

Macdonald-Cartier Bldg.
49 Place D'Armes, P. O. Box 48
Kingston K7L 5J3
613-548-6800

The General Manager is responsible for all programs under this division. The programs are covered under the Health Insurance Act and administered through the Enrolment Services Branch, the Professional Services Branch and the Operations Branch. In addition, the General Manager is responsible for several units within the Ontario Health Insurance Plan (OHIP) which deal with divisional finances, planning and program and systems development.

SPECIAL SERVICES UNIT (OHIP)

HEALTH 36

7 Overlea Blvd., 1st Flr.
Toronto M4H 1A8
416-965-1000

This unit is part of the General Manager's Office. It is responsible for dealing with the Ontario Health Insurance Plan (OHIP) enquiries on behalf of the General Manager from the public, members of the provincial legislature and officials from other levels of government. The unit provides full public liaison **information services** by telephone, in person and through correspondence.

ENROLMENT SERVICES BRANCH

HEALTH 37

Macdonald-Cartier Bldg.
49 Place d'Armes, P. O. Box 48
Kingston K7L 5J3
613-548-6241

The Enrolment Services Branch ensures that programs of the Health Insurance Division serve the needs of all clients (individuals, groups, labour and hospitals). The branch is responsible for the design, implementation and monitoring of the policies relating to the enrolment of Ontario residents in **OHIP** (Ontario Health Insurance Plan). It also recommends Health Insurance Act and Regulations changes. The branch is responsible for designing specific programs to accommodate special needs (i.e., **premium assistance**, temporary assistance, premium exemption for resident **senior citizens** over 65 years of age and their spouses and dependents) as well as design of premium collection programs. The Enrolment Services Branch provides liaison with the Federal government and provincial ministries on matters of mutual concern (e.g., **immigrants, refugees, foreign students** and organized labour) to ensure the availability of **health insurance** coverage and to prevent abuse of the system. Operating systems are reviewed to produce manuals. The branch is responsible for identifying and specifying enrolment training needs in order to minimize problems when clients request information by telephone, in writing or by personal visits to OHIP district and satellite offices. Contact district and satellite offices listed under the Operations Branch entry, HEALTH 40.

PROFESSIONAL SERVICES BRANCH

HEALTH 38

Macdonald-Cartier Bldg.

49 Place d'Armes, P. O. Box 48

Kingston K7L 5J3

613-548-6555

416-965-2181 (Toronto)

The Professional Services Branch adjudicates professionals' claims under the Ontario Health Insurance Plan (OHIP). The adjudication function includes the provision of specialized and consultative services on claims submitted by practitioners whose services are paid for by OHIP. The branch communicates with professional organizations and licensing bodies including **physicians, dentists, optometrists, chiropractors, osteopaths, chiropodists, and physiotherapists**; and maintains a registry of all providers that bill OHIP for **health** services. It has administrative responsibility for the Northern Health Travel Grant Program. The branch assists in establishing **medical** policy for OHIP. Its function includes the assessment of claims made by professionals to ensure that the services were medically necessary, were offered in accordance with accepted professional standards and practice and were, in fact, rendered. Where there is some question as to whether these criteria were met, complaints, with details and OHIP number, can be directed to this branch. For inquiries on payment of claims, contact OHIP district offices listed under the Operations Branch entry, HEALTH 40.

PROFESSIONAL SERVICES BRANCH

HEALTH 39

NORTHERN HEALTH TRAVEL GRANT UNIT

P.O. Box 1292

Kingston K7L 4Y8

1-800-267-9450

This unit is responsible for the administration of the **Northern Health Travel Grant Program**. This program helps pay for **transportation** costs for Northern Ontario residents who must travel a one-way distance of 300 kilometers or more for medically necessary specialist services. To obtain program details, call the toll free number 1-800-267-9450.

OPERATIONS BRANCH

HEALTH 40

Macdonald-Cartier Bldg.

49 Place d'Armes, P. O. Box 48

Kingston K7L 5J3

613-548-6273

The Operations Branch administers nine district and ten information offices processing claims under the Ontario Health Insurance Plan (OHIP), answering questions about enrolment in OHIP, premium payments, **medical** and **hospital** claims.

Direct inquiries to the nearest OHIP office as listed below. In the Metropolitan Toronto area, inquiries received from North York or Etobicoke should be referred to the Mississauga District Office and Scarborough inquiries should be referred to the Oshawa District Office.

Hamilton District Office

119 King St. W.

Hamilton L8P 4T9

416-521-7100

For toll-free number check the
blue pages of telephone directory

Hamilton District Information Office

235 King St. E.

Kitchener N2G 4N5

519-745-8421

If long distance dial

1-800-265-2385

Hamilton District Information Office

1043A Second Ave. E.

Owen Sound N4K 2H8

519-376-6447

If long distance dial

1-800-265-3190

Hamilton District Information Office

59 Church St., 3rd Flr.

St. Catharines L2R 3C3

416-682-6658

If long distance dial

1-800-263-4973

Kingston District Office

1055 Princess St.

Kingston K7L 5T3

513-546-3811

If long distance dial

1-800-267-0933

London District Office

127 Queen's Ave.

London N6A 1J8

519-433-4561

If long distance dial

1-800-265-4703

London District Information Office

52 Christina St. N.

Windsor N7T 5W4

519-337-3667

If long distance ask operator

for Zenith 69100

London District Information Office

1427 Ouellette Ave.

Windsor N8X 1K1

519-258-7560

If long distance ask operator
for Zenith 69100

Mississauga District Office

201 City Centre Dr.

Mississauga L5B 2T4

416-275-2730

If long distance ask operator
for Zenith 96420

Oshawa District Office

Executive Tower

419 King St. W.

Oshawa L1J 7J2

416-576-2870

If long distance dial

1-800-263-3814

Oshawa District Information Office

30 Poyntz St.

Barrie L4M 3P2

705-726-0326

If long distance dial

1-800-461-7597

Oshawa District Information Office

139 George St. N.

Peterborough K9J 3G6

705-743-2140

If long distance ask operator
for Zenith 96420

Ottawa District Office

75 Albert St.

Ottawa K1P 5Y9

613-237-9100

If long distance dial

1-800-267-1912

Sudbury District Office

199 Larch St., 8th Flr.

Sudbury P3E 5R1

705-675-4261

If long distance dial

1-800-461-4006

Sudbury District Information Office

205 McNabb St., 2nd Flr.

Sault Ste. Marie P6B 1Y3

705-759-8598

If long distance ask operator
for Zenith 96420

Sudbury District Information Office

38 Pine St. N.

Timmins P4N 6K6

705-267-1164

If long distance ask operator
for Zenith 96420

Toronto District Office

2195 Yonge St.

Toronto M4S 2B2

416-482-1111

Thunder Bay District Office

435 James St. S.

Thunder Bay P7E 6E3

807-475-1351

Ignace & East ask operator
for Zenith 96420

Thunder Bay District Information Office

100 Main St. S.

Kenora P9N 1S9

807-468-9554

West of Ignace ask operator
for Zenith 69100

FINANCE AND ADMINISTRATION DIVISION

METRICATION OFFICE

880 Bay St., 2nd Flr.

Toronto M7A 1R3

416-965-3550

This office coordinates all aspects of **metric conversion** within the Ministry of Health provides liaison with other jurisdictions and acts as the contact point within the Ministry Through the provision of training, consultation, literature and other related information this office is available to act as a resource on conversion for **health** care and professional associations, agencies and private sector organizations and institutions.

HEALTH 41

HEALTH BOARDS SECRETARIAT

80 Grosvenor St. Rm. SW-1175, Hepburn Block

Queen's Park, Toronto M7A 1R3

416-965-7285

The Health Boards Secretariat provides administrative support to a number of **health** care **appeal** and review boards established under Ministry of Health legislation: the **Health Disciplines Act**, which provides for reviews or hearings of decisions by self-governing colleges of **physicians, dentists, optometrists, pharmacists, and nurses** regarding provision of service and registration of members; the **Denture Therapists Act**, which provides for hearings or reviews of decisions concerning provision of service and membership of members; the **Health Insurance Act**, which provides for appeals of decisions made with regard to **OHIP (Ontario Health Insurance Plan)**; the **Ambulance Act**, the **Private Hospitals Act**, the **Health Facilities Special Orders Act**, the **Health Protection and Promotion Act**, the **Nursing Homes Act** and the **Laboratory and Specimen Centrifugation Act**, all of which provide for appeals with regard to non-issuance or revocation of licences; the **Immunization of School Pupils Act**, which provides for appeals of orders suspending students for non-compliance with the Act; the **Public Hospitals Act**, which provides for appeals with regard to appointments of medical staff; the **Funeral Service**

HEALTH 41

Act, which provides for hearings or reviews of decisions with regard to services provided, registration of funeral directors and licensing funeral establishments; the **Mental Health Act**, with respect to inquiries into the mental state of involuntary health patients detained in a **psychiatric** facility; and under the Criminal Code of Canada, the Lieutenant Governor's Board of Review studies the case of every person detained under a Lieutenant Governor's Warrant within six months of initiation of the warrant and annually thereafter.

FINANCE AND ACCOUNTING BRANCH

HEALTH 43

7 Overlea Blvd., 5th Flr.

Toronto M4H 1A8

416-963-0937

The branch provides financial information to management; establishes the Ministry's **accounting** policies; manages its payment systems and effects collection and refund of **Ontario Health Insurance Plan (OHIP)** premiums and other ministry revenues. Payment systems encompass payments to hospitals and related facilities, payments to professionals and subscribers for care provided under the Health Insurance Act, payments for suppliers' goods and services, salaries and payments under special programs such as **Homes for Special Care** and **Extended Health Care** programs and the **Ontario Drug Benefit Program** (965-9337). For general inquiries concerning the **Homes for Special Care** and **Extended Health Care** programs, call 965-1505. The general accounting function includes payroll and expense account services, accounts payable, and financial liaison with Management Board of Cabinet, the Provincial Auditor and other government ministries and agencies.

FISCAL RESOURCES BRANCH

HEALTH 44

Leppburn Block, 9th Flr.

Queen's Park, Toronto M7A 2C6

416-965-5415

The Fiscal Resources Branch coordinates the preparation of the Ministry's operational plans, estimates, submissions to Management Board, management by results and financial reports. The branch coordinates budgetary control and provides financial and management consulting services to assist ministry program managers. It administers ministry funding and monitors the expenditures of **hospitals**, related facilities and several other health care services and facilities. These include public, private, federal and psychiatric hospitals, **home care agencies**, **nursing homes**, **ambulance services**, local **health** agencies, **community mental health** and **detoxification** programs, crippled children's treatment centres, clinical education, etc..

SUPPLY AND SERVICES BRANCH

HEALTH 45

7 Overlea Blvd., 4th Flr.

Toronto M4H 1A9

416-963-1070

The Supply and Services Branch provides the Ministry of Health with a wide range of supply and administrative services which include: purchasing services (963-1081); reproduction and stationery services (963-1018); **Ontario Government Pharmaceutical and Medical Supply** services (248-3084); accommodation services (963-1025); insurance and claims administration (963-1065); vehicle licensing and parking administration (963-1065); mail and messenger services (965-8288); corporate information resource centre

(965-5071); information analysis and development services (965-8242); **library** and information services (965-7881); **microrecording** services (965-8242); and the Ministry public **reading room** (965-7881) which provides public access to Ministry publications, statutes, most manuals and internal procedures utilized by the Ministry.

The branch also administers a regional administrative and support services program in Kingston, Ontario (613-548-6515) which provides a similar range of services to the Health Insurance Division (OHIP) head office program. Customer service inquiries regarding branch services should be directed to the Manager, Administrative Services at 963-1073.

ONTARIO DRUG BENEFIT (ELIGIBILITY)

HEALTH 46

Macdonald-Cartier Bldg., 3rd Flr.

Kingston K7L 5K2

416-965-9337 (Toronto)

613-548-6552 (Kingston)

Selected prescribed **drugs** are provided at no charge to: **senior citizens** (65 or older) who receive Old Age Security (OAS) or who have resided in Ontario for the past 12 months and are Canadian citizens or landed immigrants or on Ministerial Permits; recipients of **Family Benefits (FBA)**, **General Welfare Assistance (GWA)**, **vocational** rehabilitation assistance, and **Homes for Special Care** and **Extended Health Care** benefits. The numbered **Ontario Senior Citizens' Privilege Card** entitles eligible patients to drug benefits. Although anyone over 65 who meets eligibility requirements may choose to apply, federal OAS pensioners automatically get this card; those over 65 who are not OAS pensioners must apply. Forms are available at some pharmacies, all OHIP district offices, or by writing: Ministry of Health, Drug Benefit, Box 78, Kingston K7L 5K2. FBA (includes the **blind** and **disabled**), GWA and other recipients are issued monthly cards. To be eligible as benefits, drugs must, for reasons of quality and cost control, be listed in the **Ontario Drug Benefit Formulary**. In certain circumstances, non-Formulary drugs may be approved via special authorization to the prescriber. The drugs must also be prescribed by a **physician** or **dentist** and be obtained at a participating dispensary in Ontario.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of the Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's Communications and Information Branch.

ONTARIO COUNCIL OF HEALTH

HEALTH 4

700 Bay St., 14th Flr.

Toronto M5G 1Z6

416-965-5031

The Ontario Council of Health advises the Minister of Health on **health** care matters. It studies questions concerning such things as health, health services, **research** and **manpower**.

HEALTH RESEARCH AND DEVELOPMENT COUNCIL OF ONTARIO

HEALTH 48

Hepburn Block, 8th Flr.
30 Grosvenor St.
Queen's Park, Toronto M7A 1R3
416-965-5915

The Health Research and Development Council of Ontario advises the Minister of Health on areas of health **research** policy, health research priorities and principles of health research program design.

ADDICTION RESEARCH FOUNDATION

HEALTH 49

3 Russell St.
Toronto M5S 2S1
416-595-6000

The Addiction Research Foundation (ARF) conducts **research** and demonstration treatment, provides **educational** and consultative services, and publishes material in the field of **alcohol** and **drug** addiction. Information is available about various social services for people concerned with psychoactive drugs including alcohol. The **library** of the Addiction Research Foundation has an extensive collection of research reports, books and **audio-visual** material and is open to the public (595-6144). Inpatient and outpatient treatment for alcoholics and drug addicts and abusers is available through the Clinical Institute (595-6021), a 63-bed research and teaching hospital affiliated with the University of Toronto. Regional ARF offices assist communities in the development of preventive and treatment services.

HEALING ARTS RADIATION PROTECTION COMMISSION

HEALTH 50

Overlea Blvd., 16th Flr.
Toronto M4H 1A8
416-963-1030

The Healing Arts Radiation Protection (HARP) Commission oversees matters pertinent to the Healing Arts Radiation Protection Act. The Commission will develop an **x-ray** safety code, approve educational courses in x-ray safety, and advise the Minister of Health on x-ray safety and relevant issues.

ONTARIO CANCER TREATMENT AND RESEARCH FOUNDATION

HEALTH 51

Overlea Blvd., 2nd Flr.
Toronto M4H 1A8
416-423-4240

The Ontario Cancer Treatment and Research Foundation supports programs of diagnosis, treatment and **research** in **cancer**. It conducts eight regional cancer treatment centres (associated with hospitals) and 17 consultative and follow-up clinics. It is affiliated with the Ontario Cancer Institute (incorporating the Princess Margaret Hospital), Toronto. Services and rehabilitation programs funded include speech therapy, prosthetic devices, ostomy patients' program, transportation of patients travelling over 25 miles, chemotherapeutic drugs for needy Ontario patients. It maintains and operates five lodges where out-of-town ambulatory patients receiving treatment can be accommodated. Statistical section promotes adequate reporting of cancer cases and compiles **statistical** data.

The Foundation supports undergraduate and postgraduate study in oncology for **medical**, paramedical and scientific personnel. It supports career scientists, laboratory and clinical cancer investigation and awards research associateships.

ONTARIO MENTAL HEALTH FOUNDATION
365 Bloor St. E., Ste. 1708
Toronto M4W 3L4
416-920-7721

HEALTH 52

The Ontario Mental Health Foundation provides **grants** for **mental health research**. The Foundation supports specific projects, predoctoral and postdoctoral students, and postgraduate independent research.

CLARKE INSTITUTE OF PSYCHIATRY
250 College St.
Toronto M5T 1R8
416-979-6853

HEALTH 53

The Clarke Institute of Psychiatry operates under the authority of the Ontario Mental Health Foundation Act. The objectives of the institute are to maintain, manage and operate a hospital with facilities for **psychiatric research, education, diagnosis and treatment**.

ACTS

ACTS

HEALTH 54

The following is a list of Acts administered by the Ministry of Health. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Alcoholism and Drug Addiction Research Foundation Act

Ambulance Act

Cancer Act

Cancer Remedies Act

Chiropody Act

Community Psychiatric Hospitals Act

Dental Technicians Act

Denture Therapists Act

Drugless Practitioners Act

Fluoridation Act

Funeral Services Act

Healing Arts Radiation Protection Act

Health Disciplines Act

Health Facilities Special Orders Act, 1983

Health Insurance Act

Health Protection and Promotion Act, 1983

Homes for Special Care Act

Hypnosis Act

Immunization of School Pupils Act, 1982

Laboratory and Specimen Collection Centre Licencing Act

Mental Health Act

Mental Hospitals Act
Ministry of Health Act
Municipal Health Services Act
Nursing Homes Act
Ontario Mental Health Foundation Act
Ophthalmic Dispensers Act
Private Hospitals Act
Private Sanitaria Act
Psychologists Registration Act
Public Hospitals Act
Radiological Technicians Act
War Veterans Burial Act

MINISTRY OF HOUSING

777 Bay St., 17th Flr.
Toronto M5G 2E5

The Ministry of Housing is responsible for strategies to help make basic affordable housing available while encouraging the conservation of existing accommodation. It provides rent-gearred-to-income housing through Ontario Housing Corporation and other agencies.

The Ministry is also responsible for rent review policy, legislation and administration. It manages, develops and markets provincial lands through the Ontario Land Corporation and manages a mortgage portfolio on behalf of the Ontario government through the Ontario Mortgage Corporation, a subsidiary of the Ontario Land Corporation. The ministry works with the building industry to assist in its long term viability and ensures safe and efficient building in Ontario.

DEPUTY MINISTER'S OFFICE

AFFIRMATIVE ACTION PROGRAM

HOUSING 1

777 Bay St., 16th Flr.
Toronto M5G 2E5
416-585-6718

Affirmative Action Program Office plans, develops and coordinates an **Affirmative Action Program** within the Ministry of Housing, the Ministry of Municipal Affairs, the local housing authorities and the Residential Tenancy Commission. The program is designed to improve the employment status of women in the Ministries and local housing authorities with the ultimate aim of ensuring equal opportunity.

FRENCH LANGUAGE SERVICES COORDINATOR

HOUSING 2

47 Sheppard Ave. E., Ste. 207
Willowdale M2N 2Z8
416-224-7635
If long distance, ask operator for
Zenith 52650

The French Language Services Coordinator coordinates the implementation of the government's policy on **French language services** (provision of such services to the Franco-Ontarian public) within this ministry and the Ministry of Municipal Affairs.

SERVICES EN FRANCAIS

Le coordonnateur des services en français de ce ministère et du ministère des affaires municipales est responsable de la mise en oeuvre de la politique du gouvernement en matière de services en langue française (services aux Franco-Ontariens en langue française).

COMMUNICATIONS BRANCH

HOUSING 3

777 Bay St., 17th Flr.
Toronto M5G 2E5
416-585-7025

Customer Assistance: 416-585-7041

Communications Branch provides information services for the Ministry of Housing, in-

cluding the **Ontario Housing Corporation (OHC)**, and the **Ontario Land Corporation (OLC)**. The branch also provides communications services to the Ministry of Municipal Affairs. It acts as communications and marketing consultant to both Ministries.

ASSISTANT DEPUTY MINISTER CORPORATE RESOURCES AND BUILDING INDUSTRY DEVELOPMENT

CORPORATE SECRETARY

HOUSING 4

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6521

The Office of the Corporate Secretary provides corporate secretarial services to boards of directors of all Crown agencies of the ministry (**Ontario Housing Corporation, Ontario Land Corporation and Ontario Mortgage Corporation**). It receives resolutions from **municipalities** requesting participation in various **housing** and related programs of the ministry and accepts submissions resulting from public **tenders** called on behalf of the ministry and its agencies. The Office maintains insurance policies (vehicle and general third party liability) for the ministry, its agencies and the Ministry of Municipal Affairs.

MANAGEMENT SERVICES BRANCH

HOUSING 5

777 Bay St., 3rd Flr.
Toronto M5G 2E5
416-585-6830

Management Services Branch provides management consulting, systems development and data processing services to the Ministry of Housing and its agencies and the Ministry of Municipal Affairs. This includes **records management**, forms design and control and manuals management. The branch is responsible for the definition, development and documentation of the ministries' computerized or manual information and administrative systems. It provides ministry liaison with the Ministry of Government Services' Computer and Telecommunication Services Division and represents the ministries at the Ontario Systems Council. For government systems development policy see Management Board of Cabinet, Information Technology Division.

The branch also supplies the ministries and their agencies with administrative services, including supply management, purchasing of goods and services, printing, duplicating, mail and transportation services and assets management. It liaises with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation for the Ministry of Municipal Affairs, The Ministry of Housing and their Crown corporations and the purchase of commonly used supplies. The branch is responsible for the Ministry of Housing and the Ministry of Municipal Affairs **library**, located at 777 Bay St., 2nd Flr.. The library operates the Ministry of Housing and Ministry of Municipal Affairs **reading room** which provides public access to the ministries' publications, statutes and some manuals and internal procedures.

OPERATIONS REVIEW AND AUDIT BRANCH

HOUSING 6

777 Bay St., 3rd Flr.
Toronto M5G 2E5
416-585-6550

Operations Review and Audit Branch provides internal audit services and operations reviews to the Ministries of Housing and Municipal Affairs. Functions include assurances

to management about the adequacy of the systems of financial and management control and assistance in identifying opportunities for improvement.

HUMAN RESOURCES BRANCH

HOUSING 7

777 Bay St., 3rd Flr.
Toronto M5G 2E5
416-585-6003

Human Resources Branch performs the personnel functions for the Ministry of Housing and the Ministry of Municipal Affairs. The Metropolitan Toronto Housing Authority performs its own personnel functions (928-4914). The branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. It is responsible for the formulation of ministry personnel policies and procedures, manpower planning, staff development, the **Career Development Options Program**, the establishment of appropriate classification and compensation levels for all ministry employees, staff recruitment, employee counselling, investigation of employee grievances, and all matters affecting working conditions and performance. The branch maintains the ministries' personnel, payroll and employee benefit records. It also provides liaison between the ministries and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU). The branch offers a complete staff relations service to the Ontario Housing Corporation and its local Housing Authorities in dealing with the Canadian Union of Public Employees (CUPE) and OPSEU.

FINANCIAL SERVICES BRANCH

HOUSING 8

777 Bay St., 17th Flr.
Toronto M5G 2E5
416-585-6580

Financial Services Branch provides financial management and accounting services to all Ministry of Housing and Ministry of Municipal Affairs programs. This includes accounts payable, receipt of revenue and formulation of policies and procedures relating to financial control and preparation of annual estimates and public accounts.

The branch coordinates the housing related cost sharing arrangements with the federal government and provides accounting and banking services to 6 Regional Housing Programs offices and 58 **housing authorities** across the Province.

The branch also provides financial liaison with the Provincial Auditor and the Ministry of Treasury and Economics.

LEGAL BRANCH

HOUSING 9

777 Bay St., 16th Flr.
Toronto M5G 2E5
416-585-6703

Legal Branch provides legal services to the Ministry of Housing and its agencies, including **Ontario Housing Corporation**, **Ontario Mortgage Corporation**, and **Ontario Land Corporation**. The branch counsels on legal matters and documentation, including the interpretation of statutes and regulations, proposed legislation and regulations. It also provides the Ministry with legal services in housing, subdivision and building development, sale of land, mortgages, and ministry operations. The section serving the Metropolitan

Toronto Housing Authority is located at 1320 Yonge St., 2nd Flr., Toronto M4T 2W4, 416-928-4938.

CORPORATE PLANNING AND EVALUATION BRANCH

HOUSING 10

777 Bay St., 17th Flr.
Toronto M5G 2E5
416-585-6800

The Corporate Planning and Evaluation Branch is responsible for the resource allocation process, the development and coordination of the ministry's strategic plan, the development of management processes and the analysis of policy issues from a corporate or ministry point of view. The branch responsibilities are divided among three sections.

Resource Allocation and Cabinet Liaison Section (585-7014) manages the ministry's financial resource allocation and estimates processes, and ensures effective, ongoing liaison and communications with Cabinet and Cabinet Committees.

Management Planning and Statistical Analysis Section (585-7018) coordinates the development of the ministry's strategic plan and managing by results abstracts. It designs and develops effective management control processes, including an integrated management process for the ministry; conducts surveys and provides statistical information on ministry programs.

Corporate Policy Section (585-7016) provides corporate policy advice and ensures effective coordination and development of the ministry's responses to government wide issues.

ONTARIO BUILDINGS BRANCH

HOUSING 11

777 Bay St., 3rd Flr.
Toronto M5G 2E5
416-585-6666

The Ontario Buildings Branch administers the **Building Code** which is a regulation under the Building Code Act. The Code consists of building requirements to minimize the risk of injury and property damage from structural failure, fire and health hazards. The branch advises municipalities, builders and the public on matters pertaining to **building** regulations which are enforced by municipalities. The branch is responsible for the **Plumbing Code**, a regulation under the **Ontario Water Resources Act**.

The Branch also manages the **Building Action Program**, which administers **grants** to **municipalities** for innovative projects to improve areas of building administration and provides training courses for municipal building officials.

RESIDENTIAL TENANCY COMMISSION RENT REVIEW

HOUSING 12

17 Bloor St. W., 10th Flr.
Toronto M5S 1M2
416-963-2742

Ontario's **Residential Tenancies Act** limits the amount and frequency of **rent** increases in certain rental accommodation. One increase per year, regardless of amount, is permitted. Increases are limited to a maximum of 6 per cent unless the **landlord/landlady** has obtained approval from the Commission for a greater increase. Rent review applies to

rental houses, apartments, townhouses, rooming houses, **mobile homes** and sites. Certain non-profit or government-owned rental housing, new units not rented prior to January 1, 1976, and units where the rent is \$750.00 or more per month, are exempt from Rent Review. Commission offices throughout Ontario (listed below) provide information and advice on all **landlord** and **tenant** matters, including the Landlord and Tenant Act, Part IV, and handle rent review cases in local areas. If local office is long distance, call operator and ask for Zenith 96000 for toll-free call.

CENTRAL REGION

7 Overlea Blvd., 6th Flr.
Toronto M4H 1A8
 416-429-0664
 (For East York)

5233 Dundas St. W., 4th Flr.
Islington M9B 1A6
 416-236-2681
 (For Etobicoke, York)

2100 Ellesmere Rd., 3rd Flr.
Scarborough M1H 3B7
 416-438-3452
 (For Scarborough)

56 Wellesley St. W., 8th Flr.
Toronto M7A 2J9
 416-964-8281
 (For City of Toronto)

45 Sheppard Ave. E., 5th Flr.
Willowdale M2N 5W9
 416-224-7643
 (For North York and Regional Municipality of York)

SOUTH-WESTERN REGION

114 Worsley St., 5th Flr.
Barrie L4M 1M1
 705-737-2111
 (For County of Simcoe,
 District Municipality of Muskoka)

25 Main St. W., 16th Flr.
Hamilton L8P 1H1
 416-528-8701
 (For Regional Municipality of
 Hamilton-Wentworth, Halton,
 Haldimand-Norfolk, County of
 Brant)

30 Duke St. W., 4th Flr.
Kitchener N2H 3W5
 519-579-5790
 (For Regional Municipality of
 Waterloo, Counties of Wellington,
 Dufferin)

80 Dundas St. E., 1st Flr.
London N6A 2P3
 519-673-1660
 (For Counties of Middlesex,
 Oxford, Elgin, Lambton, Perth,
 Huron)

1310 Dundas St. E., 2nd Flr.
Mississauga L4Y 2C1
 416-270-3280
 (For Regional Municipality
 of Peel)

1131 Second Ave. E., Ste. 106
Owen Sound N4K 2J1
 519-376-3202
 (For Counties of Grey, Bruce)

43 Church St., 6th Flr.
St. Catharines L2R 7E1
 416-684-6562
 (For Regional Municipality
 of Niagara)

99 Chatham St. E., 7th Flr.
P. O. Box 189, Station 'A'
Windsor N9A 6V6
519-253-3532
(For Counties of Essex, Kent)

EASTERN AND NORTHERN REGION

275 Ontario St., Ste. 100
Kingston K7K 2X5
613-547-2244
(For Counties of Frontenac,
Lennox & Addington,
Leeds & Grenville, Hastings,
Prince Edward & that portion of
Lanark County lying west of Hwy 29,
excluding the towns of
Carleton Place & Smiths Falls)

215 Oak St. E.
North Bay P1B 8P8
705-476-1231
(For Districts of Nipissing,
Parry Sound)

11 Simcoe St. N., 5th Flr.
Oshawa L1G 4R7
416-723-8135
(For Regional Municipality of Durham)

10 Rideau St., 3rd Flr.
Ottawa K1N 9J1
613-230-5114
(For Regional Municipality of
Ottawa-Carleton,
Counties of Renfrew,
Stormont-Dundas-Glengarry,
Prescott & Russell & that portion of
Lanark
County lying east of Hwy 29,
including the towns of Carleton Place and
Smiths Falls)

139 George St. N.
Peterborough K9J 3C6
705-743-9511
(For Counties of Peterborough,
Northumberland, Victoria, Haliburton)

199 Larch St., 5th Flr.
Sudbury P3E 5P9
705-675-4373
(For Regional Municipality of
Sudbury, Districts of Sudbury,
Manitoulin, Algoma)

435 James St. S., 3rd Flr.
P. O. Box 5000, Station 'F'
Thunder Bay P7C 5G6
807-475-1595
(For Districts of Thunder Bay,
Kenora, Rainy River)

273 Third Ave., 2nd Flr.
Timmins P4N 1E2
705-264-9555
(For Districts of Cochrane &
Timiskaming)

ASSISTANT DEPUTY MINISTER REAL ESTATE WING

MARKETING AND SALES BRANCH
777 Bay St., 16th Flr.
Toronto M5G 2E5
416-585-6770

HOUSING 13

Marketing and Sales Branch is responsible for the marketing and sales of all provincial lands held by the **Ontario Land Corporation** for residential, commercial and industrial development. The branch develops financial and economic strategies and plans, provides market analysis, and markets the lands. Major developments in the land development program include the new communities of Seaton, Townsend and Heritage Green, and

projects in Malvern, Hamilton Mountain, Kitchener, London and Windsor, etc.. The branch also handles the administration and sales of **Ontario Mortgage Corporation** acquired properties. For information on land available for lease contact Ministry of Housing, Land Operations Branch (585-6950) for Seaton; Ministry of Agriculture and Food Foodland Preservation Branch (965-9433) for agricultural land; and Ministry of Government Services, Realty Services Branch Property Administration (965-2040) for the other areas.

PLANNING AND DEVELOPMENT BRANCH

HOUSING 14

777 Bay St., 16th Flr.
Toronto M5G 2E5
416-585-6016

The branch is responsible for the planning and development of **lands** owned by the **Ontario Land Corporation** in various communities across Ontario. Some of the more notable sites are Seaton in the Town of Pickering, Townsend in the City of Nanticoke, Heritage Green in the City of Stoney Creek and Malvern in the City of Scarborough.

LAND OPERATIONS BRANCH

HOUSING 15

777 Bay St., 15th Flr.
Toronto M5G 2E5
416-585-6950

Land Operations Branch is responsible for the supervision of **engineering** and professional service contracts for all **Ontario Land Corporation (OLC)** development projects and provides drafting services to the Real Estate Wing. It has direct management of OLC properties within the North Pickering site, (Land Management Site Office, P. O. Box 190, Highway 7, Green River, Pickering L1V 2R4, 416-683-7611) and provides direction to Ministry of Government Services in the management of all other OLC **lands**. It deals with **compensation** on **expropriation** of properties in North Pickering. The Land Management Section administers the Corporation's revenue income properties in Townsend and Simcoe and the residential units acquired as a by-product of its mortgage operations. The branch pays municipal **taxes** and grants-in-lieu on all OLC properties.

ASSISTANT DEPUTY MINISTER COMMUNITY HOUSING

ONTARIO HOUSING CORPORATION

HOUSING 16

777 Bay St., 2nd Flr.
Toronto M5G 2E5

Ontario Housing Corporation is responsible for all provincial social housing policies and program development; the delivery of all provincial social housing programs, including municipal non-profit and rent supplement; developing and evaluating administrative and operational procedures for social housing programs; and managing its rental housing through its agents, the local housing authorities.

ONTARIO HOUSING CORPORATION FIELD OPERATIONS BRANCH

HOUSING 17

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6430

Field Operations is responsible for six regional housing programs offices supporting the

administration of the 58 **housing authorities** involved in the day-to-day management of public housing. The offices also work with private and municipal non-profit housing corporations and cooperative groups. The offices are located in Hamilton, London, Ottawa, Toronto, Sudbury and Thunder Bay.

The six regional housing programs offices offer property management support to local housing authorities and technical support for program delivery and maintenance of Ontario Housing Corporation (OHC) property.

They are responsible for the delivery and administration of various housing programs on a province-wide basis. Housing programs include: Ontario Community Housing Assistance Program, municipal, private and co-operative non-profit housing programs, Private Assisted Rental Program, Convert-to-Rent Program, Rent Supplement Program, Ontario Home Renewal Program, Municipal Housing Statement Program, Renterprise and Federal/Provincial Senior Citizen Rural Housing Program.

The offices are able to approve non-profit groups' program loans and budgets, housing authority budgets and emergency repairs to OHC projects. They may also award tenders above financial limits set for housing authorities.

Housing authorities administer the province's **rent** geared-to-income rental **housing**. This accommodation is provided for parents aged 18 or more with at least one dependent under the age of 18; to **senior citizens** when at least one spouse has reached the age of 60; and to physically, developmentally and psychiatrically **disabled** persons. A minimum residency of one year in Ontario is required as a basis for being housed in OHC units. Applicants must also be Canadian citizens or landed immigrants.

Applicants for OHC housing should contact the local housing authority. A priority system is used to rank applications according to the degree of need. The rent is calculated on a scale that is geared to gross household income.

Below is a list of regional housing programs offices and local housing authorities.

REGIONAL HOUSING PROGRAMS OFFICES

Southern Office

55 Hess St. S.

Hamilton L8P 4R8

416-521-7500

If long distance ask Operator

for Zenith 20450

Southwestern Office

275 Dundas St. W., Ste. 1101

London N6B 3L1

519-679-7110

If long distance dial

1-800-265-4733

Eastern Office

1150 Morrison Dr., 2nd Flr.

Ottawa K2H 8S9

613-820-8305

If long distance dial

1-800-267-6108

Northern Office

1191 Lansing Ave.

Sudbury P3A 4C4

705-560-6350

If long distance dial

1-800-461-1190

Northwestern Office

435 James St. S.

Thunder Bay P7C 5G6

807-475-1465

If long distance dial

1-800-465-5015

Central Office

47 Sheppard Ave. E., Ste. 514

Toronto M2N 2Z8

416-224-7639

If long distance ask Operator
for Zenith 20450

HOUSING AUTHORITIES

Arnprior

8 McGonigal St.

Arnprior K7S 1L3

613-623-6177

York Regional

59 Yonge St. S., 2nd Flr.

Aurora L4G 1M1

416-727-1354

416-832-1618 (Toronto line)

If long distance ask Operator
for Zenith 44120

South Simcoe & Barrie

49 High St., Ste. 404

Barrie L4N 5J4

705-728-3894

If long distance ask Operator
for Zenith 44120

Hastings & Prince Edward

205 Dundas St. E., Ste. 303

P. O. Box 682

Belleville K8N 5B3

613-968-3465

If long distance ask Operator
for Zenith 44120

Muskoka District

95 Manitoba St., Ste. 5

P. O. Box 2009

Bracebridge P0B 1C0

705-645-9261

If long distance ask Operator
for Zenith 44120

Brant & Brantford

233 Colborne St.

Colborne Crt., Ste. 201

Brantford N3T 2H3

519-759-6100

Leeds & Brockville

58 King St. E.

Brockville K6V 1B3

613-342-2341

If long distance ask Operator
for Zenith 44120

South Waterloo

9 Cambridge St.

Cambridge N1R 3R5

519-623-2686

Lanark County

380 Flora St.

Townline Mall

Carleton Place K7C 3M9

613-257-7230

If long distance ask Operator
for Zenith 44120

Kent & Chatham

30 Raleigh St.

P. O. Box 1296

Chatham N7M 5R9

519-354-9592

If long distance ask Operator
for Zenith 44120

Northumberland County

24 Covert St.

P. O. Box 969

Cobourg K9A 4W4

416-372-0151

If long distance ask Operator
for Zenith 24430

Cornwall & Area

113 Amelia St.

P. O. Box 1086

Cornwall K6H 5V2

613-938-7717

If long distance ask Operator
for Zenith 44120

East Kenora District

4 Earl Ave.

Dryden P8N 1X3

807-223-3087

If long distance ask Operator
for Zenith 44120

Timiskaming District

P. O. Box 907, 6th Ave.

Englehart P0J 1H0

705-544-2334

If long distance ask Operator
for Zenith 44120

Essex County

360 Fairview Ave. W., No. 302

Essex N8M 1Y3

519-776-6464

If long distance ask Operator
for Zenith 44120

Rainy River District

255 Scott St.

Fort Frances P9A 3M6

807-274-7704

If long distance ask Operator
for Zenith 44120

Huron County

48 The Square

Goderich N7A 1M5

519-524-2637

If long distance ask Operator
for Zenith 21520

Wellington & Guelph

292 Speedvale Ave. W., Unit 7

Guelph N1H 1C4

519-824-7822

If long distance ask Operator
for Zenith 44120

Hamilton-Wentworth

119 King St. W., 7th Flr.

P. O. Box 2112

Hamilton 1C4 3Z9

416-521-7399

Prescott & Russell

880 James St.

Hawkesbury K6A 2W8

613-632-8501

If long distance ask Operator
for Zenith 44120

South Cochrane District

629 Cedar St.

P. O. Box 1028

Iroquois Falls 'A' P0K 1G0

705-232-4095

If long distance ask Operator
for Zenith 44120

North Cochrane District

Model City Mall

Kapuskasing P5N 2E9

705-335-6179

If long distance ask Operator
for Zenith 44120

West Kenora District

20 Main St. S.

Kenora P9N 1S7

807-468-5612

Bruce County

325 Lambton St.

P. O. Box 1450

Kincardine N0G 2G0

519-396-3439

If long distance ask Operator
for Zenith 44120

Kingston

394 King St. E.

P. O. Box 206

Kingston K7L 4V8

613-546-5591

If long distance ask Operator
for Zenith 44120

North Waterloo

101 Hazelglen Dr.

P. O. Box 1061

Kitchener N2G 4G1

519-578-2860

Victoria-Haliburton

20 Sussex St. S.

Lindsay K9V 5A8

705-324-6401

If long distance ask Operator
for Zenith 44120

Manitoulin & Espanola Area

13 Worthington Ave.

P. O. Box 638

Little Current P0P 1K0

705-368-3400

If long distance ask Operator
for Zenith 44120

London & Middlesex

137 Dundas St., 4th Flr.

London N6A 1E9

519-434-2765

North Simcoe & Orillia

303 Midland Ave., Ste. 208

P. O. Box 608

Midland L4R 1Z8

705-526-4225

If long distance ask Operator
for Zenith 44120

Peel Regional

755 The Queensway E., Ste. 301

Mississauga L4Y 4C5

416-279-7792

If long distance ask Operator
for Zenith 44120

Lennox & Addington

20 Market Square

P. O. Box 43

Napanee K7R 3L4

613-354-5695

If long distance ask Operator
for Zenith 44120

East Niagara

4483 Queen St.

Niagara Falls L2E 6V5

416-354-1678

For toll-free number check
blue pages of telephone directory

Nipissing & Parry Sound Districts

1275 Main St. W.

North Bay P1B 2W7

705-472-2441

If long distance dial
1-800-461-9560

Halton

Burlington Square

760 Brant St.

Burlington L7R 4B7

416-632-6586

If long distance ask Operator
for Zenith 44120

Dufferin County

3 Townline Rd.

Orangeville L9W 3R4

519-941-8221

Durham Regional

50 Centre St. S.

4th Flr., Rundle Tower

Oshawa L1H 3Z7

416-434-5011

Ottawa-Carleton Regional

1545 Carling Ave., 7th Flr.

Ottawa K1Z 8P9

613-728-1600

Grey County & Owen Sound

1131-2nd Ave. E., Ste. 101

Owen Sound N4K 2J1

519-376-5744

If long distance ask Operator
for Zenith 44120

Renfrew County & Pembroke

209 Renfrew St., P. O. Box 636

Pembroke K8A 5S2

613-735-0782

If long distance ask Operator
for Zenith 44120

Peterborough

105 George St. N.

Peterborough K9J 3G3

705-742-0439

If long distance ask Operator
for Zenith 44120

Lambton County

4166 Petrolia St.

P. O. Box 1210

Petrolia N0N 1R0

519-882-1190

If long distance ask Operator
for Zenith 44120

Grenville & Prescott

108 Park St.

P. O. Box 1299

Prescott K0E 1T0

613-925-5906

If long distance ask Operator
for Zenith 44120

Renfrew

170 Renfrew Ave. W.

Renfrew K7V 2Y6

613-432-3679

Sarnia

242A Indian Rd. S.

Eastland Bldg., Ste. 211 S.

Sarnia N7T 3W4

519-344-0728

Algoma District

464 Albert St. E.

P. O. Box 445

Sault Ste. Marie P6A 2S8

705-254-7166

If long distance ask Operator
for Zenith 44120

Haldimand-Norfolk Regional

1 Oak St.

Simcoe N3Y 3J4

519-426-7792

If long distance ask Operator
for Zenith 44120

Smiths Falls

1 Abel St., Unit 3

P. O. Box 848

Smiths Falls K7A 4W7

613-283-2555

North Niagara

71 King St.

P. O. Box 1207

St. Catharines L2R 7A7

416-682-9201

If long distance ask Operator
for Zenith 44120

Elgin & St. Thomas

348 Talbot St.

P. O. Box 158

St. Thomas N5P 3T7

519-631-4580

Perth & Stratford

413 Hibernia St.

Stratford N5A 5W2

519-271-5393

If long distance ask Operator
for Zenith 44120

Sudbury District

Tower 200, Ste. 401

200 Elm St. E.

Sudbury P3C 5N3

705-674-8323

If long distance ask Operator
for Zenith 44120

Thunder Bay District

1111 East Victoria Ave.

Thunder Bay P7C 1B7

807-623-4288

If long distance ask Operator
for Zenith 44120

Timmins

54 Wilson Ave., Ste. 2

Timmins P4N 2S6

705-264-5274

If long distance ask Operator
for Zenith 44120

Metropolitan Toronto

1320 Yonge St.

Toronto M4T 2W4

416-928-4800

Central Niagara

266 Division St.

P. O. Box 727

Welland L3B 5R5

416-734-4548

If long distance ask Operator
for Zenith 44120

Oxford County

510 Ingersoll Ave.

P. O. Box 820

Woodstock N4S 4X9

519-539-4829

If long distance ask Operator
for Zenith 44120

Windsor

1400 Ouellette Ave.

P. O. Box 1330

Windsor N8X 4T4

519-254-1681

OHC FIELD OPERATIONS BRANCH
METRO TORONTO HOUSING AUTHORITY

1320 Yonge St.

Toronto M4T 2W4

416-928-4800

Housing Registry: 928-4810/11

Maintenance Inquiry Board: 789-7901

HOUSING 18

Metro Toronto Housing Authority administers **Ontario Housing Corporation's** rent geared-to-income housing in Metropolitan Toronto through six district offices listed below. Tenant applications are made to the Housing Registry. Complaints should first be directed to on-site project managers. **Maintenance Inquiry Board** operates a 24-hour maintenance service for after-hours maintenance problems. District offices are listed below.

33 Belshaw Place

Toronto M5A 3H6

416-366-7851

(Central Toronto)

2 Sheppard Ave. E., Ste. 403

Willowdale M2N 2Z7

416-226-2002

(East and Central North York)

90 Parma Court

Toronto M4A 1A6

416-751-1037

(East Toronto, East York
and Scarborough South)

3765 Chesswood Dr.

Downsview M3J 2P6

416-636-6621

(West North York
and North Etobicoke)

4630 Kingston Rd., Unit 8

Scarborough M1E 2P8

416-281-2940

(North and East Scarborough)

56 Aberfoyle Cres.

Islington M8X 2W4

416-239-1156

(York, South Etobicoke
and West Toronto)

OHC FIELD OPERATIONS BRANCH
 1986 NON-PROFIT HOUSING PROGRAM
 777 Bay St., 2nd Flr.
 Toronto M5G 2E5
 416-585-6430

HOUSING 19

Non-profit **housing** corporations owned by municipalities, or by private charitable groups, build and manage rental housing with **assistance** from the federal and provincial governments. Under the program administered by Ontario Housing Corporation, a minimum of 40 per cent of the units in each project are allocated to the neediest households in the community, which pay rents based on their household incomes rather than on size or type of accommodation.

The remaining 60 per cent of units may be made available to eligible households in varying degrees of need, with rents based on household incomes, or to households that can afford market rents, or a combination of the two groups.

Tenants eligible for housing assistance under the program include families, **senior citizens**, and physically, developmentally and psychiatrically **handicapped** persons.

Some units may be built for people requiring some form of support care. Innovative demonstration projects for low-income single people may also be considered. The exact mix of income groups housed in each project is set by the individual housing corporation, reflecting program criteria based on the particular needs of the local community.

Federal and provincial subsidies cover the difference between the actual cost of operating the building and the rents. Development **grants** and interest-free **loans** are available to corporations developing their first projects.

The program is administered by the Ontario Housing Corporation Regional Housing Programs Offices, see HOUSING 17.

OHC FIELD OPERATIONS BRANCH
 RENTERPRISE
 777 Bay St., 2nd Flr.
 Toronto M5G 2E5
 416-585-6430

HOUSING 20

The rental supply initiative **Renterprise** is designed to stimulate the construction of some 5,000 modest market rental units for families in selected areas of the province with low rental vacancy rates and a need for **rent geared- to-income housing**.

Assistance to the building industry is in the form of 15-year, interest-free **loans** which will help bridge the gap between economic and market rents. The amount of the loans depends on the project costs and first mortgage financing at market interest rates.

Developers taking part in the program are required to offer 40 per cent of their units for use under the Rent Supplement Program.

Tenants in those units would be selected from the local housing authority waiting list and pay rents based on their income rather than market rents. The difference between geared-to-income rents and market rents would be provided by OHC.

At least five per cent of the units in a building must be designed especially for physically **disabled persons**, unless a developer can show that the market cannot support this percentage. 'Adults-only' buildings are not eligible for assistance.

The program is administered by the OHC Regional Housing Programs Offices, see HOUSING 17.

OHC FIELD OPERATIONS BRANCH
LOW-RISE BUILDING RENEWAL PROGRAM
777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6541

HOUSING 21

This program offers landlords forgivable **loans** of up to \$5,000 per unit to help them upgrade some 17,000 older low-rise apartments over the next five years. The apartments must be in **buildings** of less than five storeys and must have been built prior to 1960.

The program is designed to improve the physical condition of low-rise rental **housing** while retaining its market suitability for low and moderate-income tenants. Another objective is to prevent buildings from deteriorating to the point at which they are demolished prematurely.

Municipalities wishing to take part in the program must have property maintenance and occupancy standards by-laws in force. They must also have experience in administering housing rehabilitation programs. Only essential repairs required to bring the building up to minimum standards, as set out in the by-law, will be eligible.

Landlords with buildings of ten or more units may be asked to offer ten per cent of the units to the Rent Supplement Program, under which low-income tenants pay rent based strictly on household income, rather than the size or type of accommodation provided. A forgivable loan of up to two-thirds the cost of rehabilitating a unit is available.

For further information, contact your nearest OHC Regional Housing Programs Office, see HOUSING 17.

OHC FIELD OPERATIONS BRANCH
HIGH-RISE REHABILITATION PROJECT
777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6514

HOUSING 22

This repair demonstration project is designed to assess the magnitude of rehabilitation work required in high-rise **buildings**. Up to 1,500 units in buildings with five or more storeys will be upgraded in the Hamilton, Ottawa and Toronto census metropolitan areas which contain about 80 per cent of the high-rise rental **housing** in the province.

The project will also involve experimenting with the different technologies that can be used in upgrading work. The results of the **research** and development will be made available to companies and organizations involved in high-rise properties, so that problems associated with aging housing stock can be tackled effectively.

Conditional **loans** averaging \$7,000 per unit will be forgiven over a 15-year period through retained ownership and tenure. The first phase of this four-year project involves consultations with special interest groups such as landlords and property managers and the Association of Municipalities of Ontario.

OHC FIELD OPERATIONS BRANCH STARTER HOMES PROJECT

HOUSING 23

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6541

The ministry has launched a small-scale project to demonstrate the long-term potential for creating low-cost, yet attractive, starter **homes** for families. Modest financial incentives are being offered to municipalities which alter their development standards to help produce those homes.

The project is designed to develop expertise on the part of the municipalities and builders in reducing construction and development costs without lowering quality standards. Starter homes will also provide renters with a reasonable-cost housing alternative and the chance to become home owners.

Significant savings can be made in housing production costs by changing engineering and site planning standards. The changes could apply to sewage and utilities connections, road allowances, lot and unit sizes.

The ministry is offering a **grant** of \$2,500 for each unit produced. A total of 1,000 detached and semi-detached houses and townhouses, as well as condominiums, will qualify for the incentive grants.

In order to be eligible, a **municipality** must have a rental stock that accounts for at least 30 per cent of its total residential accommodation. Communities near major metropolitan areas that attract potential home owners from outside their jurisdictions may take part in the project, even if they do not meet the 30 per cent requirement. Participating municipalities must have an official plan.

As the first phase of this four-year project, the ministry is working with the Association of Municipalities of Ontario to identify projects showing the greatest potential for cost-savings that could be integrated into the municipal planning process across Ontario.

OHC FIELD OPERATIONS BRANCH SENIORS EQUITY CO-OPERATIVES PROJECT

HOUSING 24

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6360

Seniors equity co-operatives are one of several **housing** options being explored by the ministry. This project is designed to examine the feasibility of equity co-operatives as a type of home ownership for senior citizens. In concert with local municipalities and sponsors representing the interests of senior citizens, the ministry will work through the legal, economic and practical obstacles associated with equity co-operatives.

Local groups with an administrative sponsor, who wish to be involved in an experimental **housing** project in which individual **senior citizens** sell their present homes and purchase shares in a co-operative project, are eligible for assistance. Preference will be given to those proposals that involve established non-profit corporations that are able to assist in acquisition arrangements.

The ministry offers the following **grants** to sponsoring groups: up to \$3,000 incentive grant to the equity co-operative for administrative costs involved in starting up; \$5,000

per unit to the co-operative for renovations, to a maximum of \$30,000 per project; and up to \$10,000 per project for consulting costs including legal and architectural fees.

During the first phase of this four-year project, guidelines are being developed in consultation with senior citizen organizations and other special-interest groups.

OHC FIELD OPERATIONS BRANCH SENIORS RETIREMENT COMMUNITIES PROJECT

HOUSING 25

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6514

Retirement communities are planned residential areas designed for adults 50 years and older. They can range from groups of mobile homes to detached, single-family houses.

The **senior citizen** retirement community is one of several housing options for seniors being examined by the ministry.

The ministry is offering **municipalities** incentive **grants** to encourage them to accelerate the approval process of planned retirement communities. A grant of \$2,000 for each unit sold in a planned seniors retirement community is being offered to municipalities.

The grant can be used by a municipality to cover costs associated with the impact the retirement community may have on physical and social services, such as sewers and water, fire protection, health care and visiting homemakers. Alternatively, the municipality may choose other uses for the grants.

OHC FIELD OPERATIONS BRANCH MUNICIPAL BUILDING PROFILE PROGRAM

HOUSING 26

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6514

Grants up to \$20,000 are being made to urban **municipalities** in which rental stock makes up at least 35 per cent of their total housing.

The program is designed to help municipalities define the characteristics of their rental housing by age, location and type of projects. They will also be able to record changes in use such as demolition or conversion to condominium over a period of time.

Armed with firm profiles of the rental accommodation within their boundaries, municipalities will be able to make plans for the future of rental housing, and benefit from any government assistance available, for example, for the upgrading of older rental stock.

In order to encourage project proposals, phase one of the four-year Municipal Building Profile Program involves extensive liaison with municipal representatives including planning and building officials.

OHC FIELD OPERATIONS BRANCH PROPERTY MANAGEMENT SUPPORT PROGRAM

HOUSING 27

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6514

This program encourages the use of **education** and training programs for **landlords** through the joint development of seminars, courses, visual aids and information pack-

ages. Wherever possible, these programs will make use of existing resources, for example, the Institute of Housing Management, a professional association for property managers.

Studies have shown that a high proportion of rental housing is operated as small **businesses** and these landlords have indicated a desire for better information and training in important operational areas. These include finance, accounting, rent review procedures, landlord and tenant legislation and repair and maintenance strategies.

The ministry is working with landlord representatives in defining their priorities, developing appropriate training packages, and ensuring a workable delivery system.

OHC FIELD OPERATIONS BRANCH CONVERT-TO-RENT PROGRAM

HOUSING 28

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6391

Ontario is offering interest-free **loans** of between \$5,000 and \$7,000 per unit to help produce moderate-cost rental housing units through conversions under the Convert-to-Rent program.

Loan assistance is available for the production of hostel-type **accommodation** for single people, as well as new rental housing within single-family homes. Additional loans are available for units that are accessible to physically- **disabled persons**.

Factories, schools, warehouses and space over retail stores and offices could accommodate apartments. New rental housing could be connected to existing non- residential property or there could be a combination of conversion and construction on non-residential sites.

In keeping with the program's intent of making better use of existing facilities, space in residential complexes that is not used for shelter, such as garage and storage areas, may be converted. The interest-free loans are also available for building new rental units on to existing housing projects and adding new rental units on residential sites.

The Convert-To-Rent program is currently available in all municipalities throughout the province of Ontario and is administered through the OHC Regional Housing Programs Offices, see HOUSING 17.

OHC FIELD OPERATIONS BRANCH ONTARIO HOME RENEWAL PROGRAM

HOUSING 29

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6430

Administered by municipalities in many areas of the province, this program assists homeowners to upgrade their homes, with the emphasis on faulty structural and sanitary conditions and on plumbing, insulation, heating and electrical systems.

Loans of up to \$7,500 are made to eligible owner-occupants who wish to bring their homes up to standard. A portion of a loan may be forgiven, depending on the recipient's income. Interest rates range from zero to eight per cent, again depending on income.

Physically-handicapped homeowners, or homeowners with physically-handicapped rela-

tives residing permanently with them, may qualify for loans of up to \$9,500 to cover extra costs involved in alterations that make homes more appropriate for their needs. For applicants, the maximum annual qualifying family income, after allowable deductions are made, is \$19,000.

Detailed information and application forms are available from local **municipalities** taking part in the **Ontario Home Renewal Program (OHRP)**. In areas that are not situated within existing municipal boundaries, assistance is provided through the Ministry of Northern Development and Mines Field Offices (see list under NDM 2).

OHC FIELD OPERATIONS BRANCH PRIVATE ASSISTED RENTAL PROGRAM

HOUSING 30

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6430

This program is designed to encourage greater participation by the private sector in providing **rent** geared-to-income accommodation in selected municipalities. Builders arrange private **mortgage** financing insured under the **National Housing Act** and develop rental projects in municipalities selected by the Ministry. The builders construct, own and manage the properties and enter into long-term operating agreements with **Ontario Housing Corporation**. Up to 100 per cent of the units in a project are made available to applicants on the local housing authority's waiting list for assisted rental **housing** accommodation. Units under construction and completed projects are not eligible for the program. The difference between the rent guaranteed to the builder and the rent paid by tenants is supplemented by the federal and provincial governments on a 50/50 ratio. In addition, the builder is responsible for all project administration. The program is administered by the OHC Regional Housing Programs Offices, see HOUSING 17.

OHC FIELD OPERATIONS BRANCH RENT SUPPLEMENT PROGRAM

HOUSING 31

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6430

This program is designed to provide assisted rental **housing** for lower income residents. An objective of this program is to integrate socially assisted **tenants** into the general community, housing them in privately owned accommodation. Under the **rent** supplement program, the operating subsidies are shared on a 50/50 basis by the federal and provincial governments. The OHC enters into agreements with private owners who wish to make vacant rental units available for lower income families and individuals. After an owner and OHC agree on a market rent, the owner participates in selecting the tenants from the local housing authority's waiting list for assisted housing. The tenant signs a lease with the owner and pays rent, based on income, directly to the owner. OHC mails a monthly cheque to the owner to cover the difference between the rent paid by the tenant and the agreed upon market rent. Contracts generally are signed for a three year period. Rents are negotiated annually to reflect market trends. No more than 40 per cent of the units in a complex or building may be accepted for lease under the program. The program is administered by the OHC Regional Housing Programs Offices, see HOUSING 17.

OHC FIELD OPERATIONS BRANCH
FEDERAL/PROVINCIAL SENIOR CITIZEN RURAL
HOUSING PROGRAM

HOUSING 32

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6430

Where a need has been established, a limited number of **senior citizen** rent-geared-to-income projects may be built in communities with populations of less than 2,500. Capital funding is shared by the federal and provincial governments on a 75/25 basis. Projects developed by the province are managed by local housing authorities. The program is administered through the OHC Regional Housing Offices, see HOUSING 17.

OHC FIELD OPERATIONS BRANCH
MUNICIPAL HOUSING STATEMENT PROGRAM

HOUSING 33

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6430

The ministry offers study grants or technical assistance to help municipalities prepare or update their housing statements.

A **Municipal Housing Statement (MHS)** is a clear indication of a municipality's housing requirements and policy directions. It consists of two major components: a housing market analysis and the basis of a housing strategy. Housing statements also examine issues affecting maintenance of housing, such as housing renewal, quality of housing, energy efficiency and the conversion of vacant core area space to rental housing. When endorsed by a municipal council and approved by the ministry, a housing statement can form the basis for a **municipality's** request for federal and provincial assistance for housing programs.

The program is administered by the OHC Regional Housing Programs Offices, see HOUSING 17.

OHC PROGRAM POLICY AND EVALUATION
BRANCH

HOUSING 34

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6401

The Program Policy and Evaluation Branch develops and evaluates social housing program policy. Development and Evaluation reviews social housing programs and develops new initiatives. It also reviews social housing policy and operational procedures. Management Operations Review examines the cost effectiveness of operational policies, programs and procedures. Operational Support Services evaluates support programs such as social and recreational services. Other duties include administering appointments to local housing authorities, updating field manuals for social housing programs and provision of end-user support in the computerization of the corporation.

OHC TECHNICAL SUPPORT BRANCH

HOUSING 35

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6382

Technical Support Branch provides architectural, engineering and appraisal services to the Ontario Housing Corporation client groups through the regional housing programs offices. Its responsibilities include: the development of guidelines, standards and generic specifications associated with the construction, conservation and maintenance of housing for the Ontario Housing Corporation and its client groups; the development, coordination and administration of construction or conservation projects or programs that involve more than one Regional Housing Programs Office and helping Regional Housing Programs Offices on program delivery matters.

COMMUNITY HOUSING

HOUSING 36

HOUSING POLICY AND PROGRAM DEVELOPMENT BRANCH

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6360

This branch deals with a broad variety of issues in the housing market, including rental and ownership. It is charged with developing new provincial housing policies and programs. The branch has three sections. The Policy and Program Development Section develops and monitors strategic policy for private market ownership and rental housing. The Corporate Planning Section is responsible for all Community Housing corporate and strategic planning. The Housing Conservation Unit's major objective is to conserve, supplement and make optimum use of the existing housing stock and related urban infrastructure.

The **Housing Conservation Unit** carries out research demonstration projects for a wide range of **housing** conservation, neighbourhood intensification and stock management subjects. It develops policy and program guidelines and initiatives from the results of research and demonstration projects and establishes liaison between the ministry and major client groups involved in housing renovation and conversion. It develops and distributes a variety of **publications** providing advice on home renovation for the general public and contractors.

The unit administers the annual **Ontario Renews Awards** which are given to encourage and recognize excellence in the innovative renovation of residential buildings, groups of buildings and related projects throughout Ontario. Awards are made in a number of categories ranging from small private projects to multiple housing and community improvement schemes.

The **Ontario Renovation Information Centre** is a renovated house at 16 Howland Road Toronto, M4K 2Z6, operated by the Housing Conservation Unit. Incorporating a wide variety of home renovation techniques and products, the house is open to the public Wednesday to Sunday. For further information, call 416-461-7577. The **Home Conservation Centre** is a travelling exhibit which is placed and staffed by the unit throughout the year. The 1985 program covered 22 shows, including the Canadian National Exhibition and the National Home Show, as well as more specialized and local shows.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch. Housing authorities are listed under the Regional Housing Programs Offices entry, see HOUSING 17.

ONTARIO LAND CORPORATION

HOUSING 37

777 Bay St., 16th Flr.
Toronto M5G 2E5
16-585-6016

The **Ontario Land Corporation (OLC)** is the corporate vehicle for the Ministry's Real Estate Wing. It is responsible for planning, financing, developing, managing and marketing all provincially owned **land** acquired for residential, industrial and commercial development. Included are the new communities of Townsend in the City of Nanticoke, Region of Haldimand-Norfolk; Seaton in the Town of Pickering within the Region of Durham; Heritage Green in the Region of Hamilton Wentworth.

The Corporation is also responsible for directing the mortgage lending activities of the government administered by its subsidiary, Ontario Mortgage Corporation.

ONTARIO MORTGAGE CORPORATION

HOUSING 38

777 Bay St., 16th Flr.
Toronto M5G 2E5
16-585-6015

The Ontario Mortgage Corporation (OMC), a subsidiary of Ontario Land Corporation, administers the repayment of **mortgages** and leases committed under various Ministry lending programs and the **Ontario Rental Construction Loan Program (ORCL)** and **Ontario Renter Buy Program**. The Mortgage Administration and Services Branch provides administrative support for the Corporation's activities.

ACTS

ACTS

HOUSING 39

The following is a list of Acts administered by the Ministry of Housing. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal branch or information/communications branch.

Building Code Act
Elderly Person's Housing Aid Act
Housing Development Act
Ministry of Municipal Affairs and Housing Act, 1981
North Pickering Development Corporation Act, 1974
Ontario Housing Corporation Act
Ontario Land Corporation Act
Ontario Water Resources Act,
Sections 44(2)(a), (b) and (c) and
Sections 45 to 48 inclusive
Residential Tenancies Act

Residential Complexes Financing Costs Restraint Act
Rural Housing Assistance Act

MINISTRY OF INDUSTRY, TRADE AND TECHNOLOGY

900 Bay St., Hearst Block
Queen's Park, Toronto M7A 2E1

The Ministry of Industry, Trade and Technology, formerly the Ministry of Industry and Trade, was renamed in June 1985, reflecting the growing importance of technology in transforming the Ontario industrial sector to meet new demands of international competitiveness.

The Ministry encourages accelerated introduction and application of new manufacturing technology; assists in product innovation and commercialization of new products and processes; promotes investment, both domestic and foreign; draws more companies into exporting; supports trade through international offices, trade shows, missions and the Export Success Fund; promotes and assists the formation of small businesses and encourages expansion of the domestic market by identifying domestic sources of supply.

In all its activities, the Ministry of Industry, Trade and Technology supports the growth of productive and stable employment in consultation and partnership with the private sector.

DEPUTY MINISTER'S OFFICE

PLANNING AND PRIORITIES SECRETARIAT

MITT 1

900 Bay St., 7th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-0629

The Secretariat, which reports to the Deputy Minister, has separate units for sector policy, trade policy and industrial policy and liaison. Staff provide strategic planning support to the Ministry and help determine Ministry priorities.

The Secretariat also develops policies and programs to improve the growth and competitiveness of Ontario's industries. Staff monitor and brief senior management on current issues such as foreign trade restrictions, industrial and regional development opportunities and investment and related government policies and programs.

COMMUNICATIONS AND PROMOTION SERVICES

MITT 2

900 Bay St., 9th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-1586

The mandate of this Branch is to communicate the ministry's role, programs and services to its various domestic and international audiences, the people of Ontario in general, the business community; and investors and buyers at home and abroad. Editorial and information services staff handle media relations and public enquiry and produce news releases, **Ontario Business News** (monthly), **Ontario Technology** (monthly), speeches, statements, two weekly internal newsletters, **Ontario Economic News** and **Nexus** and bring in journalists from other countries.

Promotional services include ministry **publications** and design, **audiovisual** productions, domestic and international **advertising** campaigns and arrangements for incoming delegations and special events.

FRENCH LANGUAGE SERVICES

MITT 3

900 Bay St., 9th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-963-2211

The French Language Services Coordinator coordinates the government's policy on **French language services** (provision of such services to the Franco-Ontarian public) within the Ministry.

SERVICES EN FRANCAIS

Le coordonnateur des services en français de ce Ministère est responsable de la mise en oeuvre de la politique du gouvernement en matière de services en langue française (services aux Franco-Ontariens en langue française.)

LEGAL SERVICES BRANCH

MITT 4

56 Wellesley St. W., 5th Flr.
Toronto M7A 2E7
416-965-4622

Legal Services Branch counsels the Ministry on legal matters. It provides general services to the Ministry and to its agencies, which include The Development Corporations, Ontario's Technology Centres and the Ontario International Corporation. The Branch is seconded to the Ministry by the Ministry of the Attorney General.

AUDIT SERVICES BRANCH

MITT 5

900 Bay St., 7th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-4510

The branch provides internal audit services to the Ministries of Industry, Trade and Technology and Tourism and Recreation. It has dual responsibility to act both in a consultative and audit role. It reviews and appraises financial management and EDP (electronic data processing) controls as well as operational and program activities in terms of economy, efficiency and effectiveness.

AFFIRMATIVE ACTION PROGRAM

MITT 6

900 Bay St., 9th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-4259

The Affirmative Action Program Manager plans, develops and coordinates the Affirmative Action Program within this Ministry to improve the status of Ontario government women employees with the ultimate aim of ensuring equal opportunity for women.

ASSISTANT DEPUTY MINISTER-INDUSTRY

SMALL BUSINESS BRANCH

MITT 7

ADVICE AND COUNSEL SECTION
900 Bay Street, 7th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-5494, 965-0410

The Advice and Counsel Section offers services and self-help materials to enhance the

management skills and planning capabilities of small **business** in Ontario, focusing at the start-up stage.

Seminars on starting a **business**, marketing, and other subjects are offered on a regular basis throughout Ontario. The **University Small Business Consulting Service** provides **funds** to the business schools of 12 Ontario **universities** permitting senior commerce and MBA students to provide consulting services to small business. A toll-free (1-800-387-6142) small business start-up **information service** will answer questions basic to business start-up.

Branch services are delivered from Queen's Park in cooperation with the Ministry's domestic offices listed under Domestic Offices Branch, MITT 16.

SMALL BUSINESS BRANCH

MITT 8

ADVOCACY SECTION

900 Bay St., 7th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-6304

The Small Business Advocacy Section is the voice for the interests of Ontario's small business community within the provincial government. Business people with concerns about government regulations and **legislation** as it relates to doing **business** in Ontario, can contact the **Advocacy Section**.

INVESTMENT BRANCH

MITT 9

INVESTMENT MARKETING SECTION

900 Bay St., 6th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-9700

The Investment Marketing Section is primarily concerned with marketing Ontario as an attractive location for new foreign **industrial investment** increasing industrial investment of foreign-owned **businesses** already established in Ontario or Canada and supporting new or sustaining investment by Canadian-owned businesses. Specific responsibilities include mergers and acquisitions and liaison with **international** offices.

INVESTMENT BRANCH

MITT 10

PLANT LOCATION AND MUNICIPAL LIAISON SECTION

900 Bay St., 6th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-7299

The Plant Location and Municipal Liaison Section provides a confidential consulting service to **industries** considering the establishment of new or expanded manufacturing facilities. Consultative services and publications are also available to municipalities on matters related to industrial development, industrial parks and promotion. Information is also available from field offices listed under this Ministry's Domestic Offices entry, MITT 16.

INVESTMENT BRANCH
IMMIGRANT ENTREPRENEUR SECTION

MITT 11

900 Bay St., 6th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-5331

The **Immigrant** Entrepreneur Section assists prospective foreign **business** persons intending to immigrate to Canada by providing counselling and by determining the viability and benefits of their business prospects in Ontario. It cooperates with the Canada Employment and Immigration Commission by making recommendations which are taken into consideration when the entrepreneur applies for permanent residence in Canada.

The Section also plays an advocacy role in various other immigration-related matters such as the transfer of key personnel from other countries to new Ontario operations.

INVESTMENT BRANCH
INVESTMENT ADVISORY GROUP

MITT 12

900 Bay St., 6th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-5711

The group acts as the coordinator of the Ontario Government with **Investment Canada** (**I-CAN**) in Ottawa. It provides counselling and advisory services to potential **I-CAN** applicants and their professional representatives.

BUSINESS DEVELOPMENT BRANCH
MARKET DEVELOPMENT SECTION

MITT 13

900 Bay Street, 7th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-3560

The Market Development Section is responsible for identifying and helping private sector companies realize market opportunities related to emerging **technologies**, changing customer requirements, government procurement and global product mandating.

BUSINESS DEVELOPMENT BRANCH
INDUSTRIAL PRODUCTS SECTION

MITT 14

900 Bay St., 7th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-3560/965-1574

The Industrial Products Section assists Ontario's **manufacturing** sector to identify and realize emerging **business** opportunities. Through joint ventures, it assists Ontario companies in adding new products, works with multinationals to increase domestic **sourcing** and develops sector strategies in cooperation with the private sector.

BUSINESS DEVELOPMENT BRANCH
INSTITUTIONAL PRODUCTS AND PROCUREMENT SECTION

MITT 15

900 Bay St., 7th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-1809

Institutional Products and Procurement Section works with Ontario **manufacturers** to assist in the identification and realization of emerging **business** opportunities. It assists Or

ario companies in adding new products through joint venture government **procurement**, and increases the Canadian content of government procurement through a proactive business development process.

DOMESTIC OFFICES BRANCH

MITT 16

00 Bay St., 6th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
16-965-1015

The Domestic Offices Branch delivers the programs and services of the Ministry through 18 offices located throughout Ontario. General **business** counselling on product development, manufacturing, financing and marketing is provided to secondary **manufacturing industries**, small business entrepreneurs and investors.

DOMESTIC OFFICES IN ONTARIO

43 Parkedale Ave.
Rockville K6V 6B2
13-342-5522

or toll-free number check
blue pages of telephone directory
(Eastern Ontario Area)

19 King St. W., 3rd Flr.
P.O. Box 2112
Hamilton L8N 3Z9
16-521-7783

long distance dial
800-263-2121
(Central West Ontario Area)

55 Princess St., Ste. 308
Kingston K7L 5T3
3-547-2248

long distance ask Operator
for Zenith 59130
(Eastern Ontario Area)

5 King St. W., Ste. 507
Richmter N2G 1B9
9-744-6391

long distance dial
800-265-2428
(Central West Ontario Area)

5 Dufferin Ave., Ste. 607
London N6A 1K7
9-433-8105

long distance dial
800-265-4743
(Southwestern Ontario Area)

201 City Centre Dr., 6th Flr.
Mississauga L5B 2T4
416-279-6515
(Central East Ontario Area)

147 McIntyre St.
North Bay P1B 2Y5
705-472-9660
If long distance ask Operator
for Zenith 59130
(Northern Ontario Area)

120 Huron St.
Sault Ste. Marie P6A 1P8
705-253-1103
If long distance ask Operator
for Zenith 59130
(Northern Ontario Area)

73 Mississauga St. E., 2nd Flr.
Box 488
Orillia L3V 6K2
705-325-1363
If long distance ask Operator
for Zenith 59130
(Central East Ontario Area)

56 Sparks St., Ste. 404
Ottawa K1P 5A9
613-566-3703
If long distance ask Operator
for Zenith 59130
(Eastern Ontario Area)

Nor-Towne Plaza
1131 Second Ave. E., Ste. 104
Owen Sound N4K 2J1
519-376-3875
If long distance ask Operator
for Zenith 59130
(Southwestern Ontario Area)

139 George St. N.
Peterborough K9J 3G6
705-742-3459
If long distance ask Operator
for Zenith 59130
(Eastern Ontario Area)

15 Church St., 4th Flr.
Provincial Gas Bldg.
St. Catharines L2R 3B5
416-688-1454
If long distance dial
1-800-263-5670
(Central West Ontario Area)

199 Larch St., 4th Flr.
Sudbury P3E 5P9
705-675-4330
If long distance dial
1-800-461-1196
(Northern Ontario Area)

435 James St. S., 3rd Flr.
Box 5000
Thunder Bay P7C 5G6
807-475-4088
If long distance ask Operator
for Zenith 59130
(Northern Ontario Area)

273 Third Ave., Ste. 200
Timmins P4N 1E2
705-264-5393
If long distance ask Operator
for Zenith 59130
(Northern Ontario Area)

5 Fairview Mall Dr., Ste. 480
Willowdale M2J 2Z1
416-491-7680
If long distance ask Operator
for Zenith 59130
(Central East Ontario Area)

250 Windsor Ave.
2nd Flr., Rm. 227
Windsor N9A 6V9
519-252-3475
If long distance dial
1-800-265-1345
(Southwestern Ontario Area)

ASSISTANT DEPUTY MINISTER-TRADE

INTERNATIONAL MARKETING BRANCH
900 Bay St., 5th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-2852

MITT I

The Export Consulting Section (963-2500) assists non-exporters to enter the export market, small **exporters** to broaden export activities and experienced exporters to increase market penetration. The Section coordinates and manages educational seminars, liaison with export associations and clubs, manages export managers for hire, trade aids programs and other trade-related programs.

The United States Section (965-5704), the Pacific/Latin America Section (965-5701) and the Europe/Middle East Section (965-9709) plan, develop and operate **trade** programs in the U.S. and overseas. This Section recruits Ontario manufacturers and leads them on trade missions, fairs and exhibitions. It approves and handles incoming buyers and official trade delegations with the potential to do business and invest in Ontario.

The **Export Success Fund** Section (963-3083) provides initiatives in the form of **grants** to **manufacturers**, trading houses, export marketing consortia and **trade** associations to encourage

courage Ontario companies to **export** their goods and products and to break into new foreign markets.

Branch services are delivered from Queen's Park and the Ministry's international and domestic offices listed under International Offices Branch entry, MITT 18 and Domestic Offices Branch entry, MITT 16.

INTERNATIONAL OFFICES BRANCH

MITT 18

900 Bay St., 5th Flr., Hearst Block

Queen's Park, Toronto M7A 2E1

416-965-5834

The International Offices Branch is responsible for the management of the Ministry's foreign offices. These offices assist Ontario firms to develop new **export** markets and encourage and promote new productive foreign **investment** in Ontario.

INTERNATIONAL OFFICES

1100 Circle 75 Parkway, Ste. 620

Atlanta, Georgia 30339

404-956-1981

Prudential Tower, Ste. 4066

800 Boylston St.

Boston, Massachusetts 02199

617-266-7172

208 South LaSalle St., Ste. 1816

Chicago, Illinois 60604

312-782-8688

14901 Quorum Dr., Ste. 835

Dallas, Texas 75240

214-386-8071

Bockenheimer Landstr 51/53

D-6000 Frankfurt 1, Germany

011-49-69-720971

Admiralty Centre, Tower I

8 Harcourt Road, Ste. 1301

Hong Kong

011-852-5-276421

Ontario House

Charles II St.

London, SW1Y 4QS England

011-44-1-930-4400

700 S. Flower St., Ste. 1420

Los Angeles, California 90017

213-622-4302

800 Third Ave., Ste. 2800

New York, New York 10022

212-308-1616

Ontario House

109, rue du Faubourg Saint-Honoré

75008 Paris, France

001-33-1-4-563-1634

Liat Towers, Ste. 10-03

541 Orchard Rd.

0923 Singapore

011-65-734-2157

World Trade Centre Bldg.

Ste. 1219

4-1 Hamamatsu-cho 2-chome

Minato-ku, Tokyo 105, Japan

011-81-3-436-4355

INTERNATIONAL OFFICES BRANCH
ONTARIO HOUSE

Charles II St.
London, England SW1Y 4QS
011-44-1-930-6404

MITT 1

Ontario House is part of this Ministry's International Offices Branch. The Agent General, Ontario House, is responsible for representational and other activities in Britain and Ireland on behalf of all Ontario Government ministries. This office promotes Ontario **tourism**, and provides the public, business groups and the media with information on Ontario. This office is involved in the development of **agricultural** opportunities in Europe and acts as a **cultural** representative of Ontario.

ASSISTANT DEPUTY MINISTER - INNOVATION AND TECHNOLOGY

INNOVATION AND TECHNOLOGY DIVISION

900 Bay St., 3rd Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-963-1373

MITT 2

The Innovation and Technology Division **researches** and evaluates new **technologies** and makes recommendations to the private and public sectors regarding the technological advancement of Ontario industry. The Marketing and Special Projects and Operations Section and the Operations and Technology Transfer Section gather data which is used to chart business trends and opportunities and to make planning decisions.

The Division also coordinates the administrative and financial activities of the Technology Centres, IDEA Corporation and the Ontario Research Foundation and encourages close links between these groups, other areas of government, industry and financial institutions.

ADMINISTRATION

MANAGEMENT PLANNING AND ANALYSIS
GROUP

900 Bay St., 8th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-4011/965-5111

MITT 2

This group is responsible for the development and coordination of the operational planning process of the Ministry of Industry, Trade and Technology. It also coordinates operational and strategic planning within the Ministry and the preparation of annual estimates, budgets and submissions to Management Board of Cabinet.

FINANCE AND SYSTEMS BRANCH

900 Bay St., 9th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-4303

MITT 2

The Branch provides financial and support services for the Ministries of Industry, Trade and Technology and Tourism and Recreation. Services include processing suppliers' invoices, employees' expenses and charges from other ministries; maintaining accounts and

the financial information system; producing and analyzing monthly reports; reporting variance analyses/FIS; producing Public Accounts, and liaison with the Provincial Auditor.

Corporate Systems services including planning, management and information technology support are also provided to both Ministries. This section is responsible for the development, implementation and maintenance of computerized systems and office information systems, including systems training, records and forms management.

The Information Resources Centre provides computerized (external/internal) databases of related information in support of ministry programs.

PERSONNEL BRANCH

MITT 23

900 Bay St., 8th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-4259

The Branch provides personnel services to the Ministry of Industry, Trade and Technology and Tourism and Recreation. It is responsible for the establishment of personnel policies and procedures; the establishment of appropriate classification and compensation levels for all Ministry employees; staff recruitment; employee counselling; the investigation of employee grievances; and all matters affecting working conditions and performance. The Branch maintains the personnel, payroll and employee benefit records for both Ministries. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

MANAGEMENT SERVICES BRANCH

MITT 24

900 Bay St., 10th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-4566

The Management Services Branch provides the Ministry of Industry, Trade and Technology and the Ministry of Tourism and Recreation with purchasing services, supply management, warehousing, printing, duplicating, mail, courier, travel services, and assets management. The Branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. The Branch is also responsible for office safety supervision.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's Communications and Promotion Services Branch.

ONTARIO'S TECHNOLOGY CENTRES

MITT 25

900 Bay St., 3rd Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-963-1373

The Technology Centres develop awareness and provide information, application assis-

tance, demonstration and training to Ontario industry to enhance their competitiveness in applying technology.

*Ontario Centre for
Advanced Manufacturing
(Central Office)*
190 Attwell Dr., Ste 402
Rexdale M9W 6H8
416-675-4363

*Canada-Ontario Centre for
Advanced Manufacturing-Windsor*
2795 Kew Dr.
Windsor N8T 3B7
519-974-3377

Ontario CAD/CAM Centre
400 Collier - MacMillan Dr.
Cambridge N1R 7H7
519-622-3100

Ontario Robotics Centre
743 Monaghan Rd.
Peterborough K9J 5K2
705-876-1611

Ontario Centre for Microelectronics
1150 Morrison Dr., Ste. 400
Ottawa K2H 9B8
613-596-6690

*Ontario Centre for Automotive
Parts Technology*
63 Church St.
St. Catharines L2R 3C4
416-688-2600

*Ontario Centre for Resource Machinery
Technology*
127 Cedar St.
Sudbury P3E 1B1
705-673-6606

*Ontario Centre for
Farm Machinery and
Food Processing Technology*
870 Richmond St.
Chatham N7M 5J5
519-354-6883

ONTARIO RESEARCH FOUNDATION
Sheridan Park
Mississauga L5K 1B3
416-822-4111

MITT 2

The Ontario Research Foundation provides Canadian industry, consultants and governments with a broad range of **research** and **development** and **technological** services through non-profit, contract **industrial** research. All work undertaken for clients is confidential and paid for by the client. The multi-disciplinary, independent **laboratory** facilities of the Ontario Research Foundation are used by over 2,000 companies each year for projects ranging from short-term feasibility studies through **manufacturing** product and process development to long-range **scientific** and **engineering** investigation. The Ontario Research Foundation operates a **library**.

ONTARIO INTERNATIONAL CORPORATION
900 Bay St., 8th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-3013

MITT 2

The Ontario International Corporation (OIC) markets Ontario's expertise in major capital development projects internationally; helps coordinate consulting, technical and **educational** training packages with appropriate Ontario **businesses** by acting as a government-to-government contact in foreign markets; and promotes and supports the marketing of Ontario Government expertise and systems internationally. **OIC** is not a funding

agency but it provides contacts and analysis of priority market opportunities. It assists in bringing in influential officials from developing countries to Ontario to see the educational system in community colleges and universities as well as the potential of Ontario firms. It assists in introducing Ontario entrepreneurs to foreign clients.

IDEA CORPORATION

33 Yonge St., Ste. 800
Toronto M5E 1V3
416-362-4400

MITT 28

IDEA Corporation, a Crown agency established by an Act of the Legislature in 1981 and reporting to the Minister of Industry, Trade and Technology, works to promote and invest in the commercial development of new **technologies**. The Corporation provides seed capital to projects with strong commercial potential emanating from Ontario's **research** institutions, as well as **financial assistance** to **inventors** and entrepreneurs for the development of **business** plans. The Corporation also provides equity capital to young technology-based firms in Ontario. A small **technology** transfer group arranges licensing exits for some of the Corporations's investments and seeks technology transfer opportunities from foreign sources to Ontario.

THE DEVELOPMENT CORPORATIONS

56 Wellesley St. W.
Toronto M7A 2E7
416-965-4622

MITT 29

The **Ontario Development Corporation (ODC)**, **Eastern Ontario Development Corporation (EODC)** and **Northern Ontario Development Corporation (NODC)** assist in and encourage the development and diversification of Ontario **industry** by providing: **financial assistance** through bank guarantees, term **loans** and incentive loans; sites, facilities and services in two industrial parks; technical, **business** and financial information and advice. **Tourism** operations, secondary **manufacturing** industries and selected service industries may avail themselves of this service. Financial assistance is available for establishing new operations, expanding existing operations, initial production of new high technology products, **export** financing, purchase of fixed assets of Ontario based foreign-owned companies, purchase of **pollution control** and **energy** saving equipment. Contact the corporations' head office or appropriate field office listed below.

ONTARIO DEVELOPMENT CORPORATION

0 Hughson St. S., Ste. 601
Hamilton L8N 2A1
416-527-3010

If long distance ask Operator
or Zenith 42920

05 King St. W., Ste. 507
Brimley N2G 1B9

416-744-1991
If long distance ask Operator
or Zenith 42920

195 Dufferin Ave., Ste. 607

London N6A 1K7

519-433-2871

If long distance ask Operator
for Zenith 42920

201 City Centre Dr., Ste. 606

Mississauga L5B 2T4

416-279-9150

5 Fairview Mall Dr., Ste 480
Toronto M2J 2Z1
416-491-7996
If long distance ask Operator
for Zenith 42920

EASTERN ONTARIO DEVELOPMENT CORPORATION

1055 Princess St., Ste. 308
Kingston K7L 5T3
613-547-2251
If long distance ask Operator
for Zenith 42920

56 Sparks St., Ste. 404
Ottawa K1P 5A9
613-566-3707
If long distance ask Operator
for Zenith 42920

139 George St. N.
Peterborough K9J 3G6
705-742-3490
If long distance ask Operator
for Zenith 429200

NORTHERN ONTARIO DEVELOPMENT CORPORATION

435 James St.
Thunder Bay P7C 5G6
807-475-1671
If long distance ask Operator
for Zenith 42920

273 Third Ave.
Timmins P4N 1E2
705-264-1323
If long distance ask Operator
for Zenith 42920

199 Larch St., 4th Flr.
Sudbury P3E 5P9
705-675-4333
If long distance ask Operator
for Zenith 42920

ACTS

MITT 3

The Ministry of Industry, Trade and Technology is designated to administer the following Acts.

Development Corporations Act, (1984)
Massey-Ferguson Limited Act, (1981)
Ministry of Industry and Trade Act (1982)
Ontario Regulation 241/84 - Ontario International Corporation
Research Foundation Act, (1944)
Technology Centres Act, (1982)
The IDEEA Corporation Act, (1981)

MINISTRY OF INTERGOVERNMENTAL AFFAIRS

Mowat Block, Queen's Park
Toronto M7A 1B9

The Ministry of Intergovernmental Affairs was created on August 18, 1978 to address the need for more concerted interest and efforts in the relationships between Ontario and various levels of government. On April 1, 1981 the municipal affairs area was created under its own ministry and as of September, 1985, called the Ministry of Municipal Affairs.

The Ministry of Intergovernmental Affairs is now responsible for relations between Ontario and governments outside our provincial jurisdiction, primarily with the federal and other provincial governments and also with governments beyond Canada. The Ministry is also responsible for the Office of Protocol.

DEPUTY MINISTER'S OFFICE

INFORMATION SERVICES

MIA 1

Mowat Block, 6th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1C2

416-965-4706

miconet 416-928-1016

facsimile 416-965-2096

Information Services meets the communications/advertising needs of the Ministry and provides media services on a government-wide basis for special events, such as the Swearing-in Ceremony, Heads of State and Royal visits and Canada Day (July 1st) celebrations.

In day-to-day operations, Information Services is involved with the writing, production, distribution and translation of news releases, speeches, publications and statements.

Through contacts with the federal government, various Ontario ministries and within its own operation, the branch prepares and coordinates programs for foreign government officials who are visiting the province.

Through the telex and miconet systems, the branch provides news updates on Ontario and national news to the province's offices in North America, the United Kingdom, Europe and south-east Asia. The branch also monitors events in other provinces and ensures that Ontario's position on issues of mutual concern reach governments in Canada and abroad.

SERVICE D'INFORMATION

Le Service d'information se charge de tous les besoins publicitaires et en communication du ministère, ainsi que des relations avec les médias à l'occasion d'événements spéciaux tels que l'assermentation du lieutenant-gouverneur, la visite en Ontario de chefs d'Etat étrangers et de membres de la famille royale et la Fête du Canada, le 1er juillet.

Le Service est aussi responsable de la production, distribution et traduction de communiqués de presse, discours, publications et allocutions en Chambre.

En collaboration avec des représentants du gouvernement fédéral et d'autres ministères provinciaux, le Service prépare et coordonne le programme des délégations étrangères officielles et des journalistes qui visitent l'Ontario.

Par l'intermédiaire d'un système de télécommunication, le Service fournit régulièrement des informations sur la province aux bureaux du gouvernement situés aux États-Unis, en Angleterre, en Europe et en Asie du Sud-Est. Le Service suit également de près l'évolution de la politique dans les autres provinces et informe les gouvernements provinciaux, fédéraux et étrangers de la position de l'Ontario sur les questions d'intérêt réciproque.

PLANNING AND MANAGEMENT GROUP

MIA 2

Mowat Block, 6th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1B9

416-965-5514

Planning and Management Group provides internal policy and administrative support to the Ministry including long range policy planning, liaison with Cabinet committees and other ministries, preparation of annual estimates, monitoring of expenditures and human resources development policy. It coordinates the **Affirmative Action Program** for this Ministry to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

OFFICE OF PROTOCOL

MIA 3

Mowat Block, 5th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1B8

416-965-1215

The Office of Protocol answers inquiries from other branches, agencies and the public about **protocol** procedure and social etiquette. It coordinates VIP visits and arranges official Ontario **ceremonies**, conferences and special events. A government **hospitality fund** provides resources to host hospitality functions (e.g., luncheons, dinners, receptions) where the government officially welcomes visitors from outside Ontario who attend national or international events. Requests for assistance should be in writing to: The Minister of Intergovernmental Affairs, Queen's Park, Toronto M7A 1B8.

FEDERAL-PROVINCIAL RELATIONS BRANCH

MIA 4

Mowat Block, 5th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1B9

416-965-2927

The Federal-Provincial Relations Branch provides policy advice on Ontario's participation in **federal-provincial** and **interprovincial** relations. An Intergovernmental Affairs officer in Ottawa reports on activities of the federal government and monitors the activities of other provinces. The branch assesses current **constitutional issues** in Confederation including the distribution of powers and the reform of central institutions. It identifies the effect of policy and program initiatives on Ontario's relations within Confederation; makes recommendations to ministries on specific interprovincial or federal-provincial issues and assists ministries in their intergovernmental relations. Through the **Ontario-Quebec Permanent Commission (OQPC)** the branch promotes educational, public administration and cultural exchanges with Quebec by governments, individuals, groups, schools and organizations.

ONTARIO-QUEBEC PERMANENT COMMISSION

MIA 5

Mowat Block, 5th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1C2

416-965-2927

The Ontario-Quebec Permanent Commission (OQPC) promotes **cultural** and **educational exchanges** between governments, individuals, groups, schools and organizations in Ontario and **Quebec** to foster understanding and cooperation between residents of the two provinces. The OQPC does not fund or operate programs directly but encourages Ontario and Quebec ministries responsible for such areas as education and cultural affairs to provide joint program funding and grants. It also coordinates exchanges between Ontario and Quebec civil servants to permit sharing of views and experiences on common problems of public administration.

INTERNATIONAL RELATIONS BRANCH

MIA 6

Mowat Block, 5th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1C2

416-965-3356

International Relations Branch provides policy advice to the Government on Ontario's foreign and **international** activities and on the activities in the province of foreign countries and their representatives. The branch coordinates activities such as Ontario's participation in international conferences, the assessment of **treaties** and agreements and the provision of provincial assistance following a **disaster** abroad. It provides **federal-provincial** liaison between the Ontario Government and Canada's **Department of External Affairs**. The branch is responsible for Ontario House in Paris, France.

Ontario House

109 rue du Faubourg St. Honoré

75008 Paris, France

From Canada telephone:

011-33-14-563-16-34

ACTS

ACTS

MIA 7

The Ministry of Intergovernmental Affairs administers the Ministry of Intergovernmental Affairs Act.

MINISTRY OF LABOUR

400 University Ave.
Toronto M7A 1T7

In 1882, the Ontario government established the Bureau of Industry under the Department of Agriculture. In 1900, Ontario expanded its own labour service by establishing a Bureau of Labour and transferring labour affairs from the Department of Agriculture to Public Works. The Bureau of Labour was replaced in 1916 by the Trades and Labour Branch, still under Public Works. In April 1919, the Ontario Legislature passed Bill 169 to establish the Department of Labour and bring all labour matters under a single ministry. The Department of Labour Act was repealed in 1970 and replaced by the Ministry of Labour Act. The Department of Labour was renamed the Ministry of Labour under the Ministry of Labour Act.

The Ministry of Labour serves employees and employers by promoting sound industrial relations, safe working conditions and equality of treatment and opportunity in employment. Its programs are concerned with the rights and responsibilities of the individual worker; the rights and obligations of management and labour; and ensuring health and safety in the work place. The Ministry is assisted in its work by a range of specialized agencies, boards and commissions including the Workers' Compensation Board, the Ontario Labour Relations Board, the Ontario Human Rights Commission, the Ontario Manpower Commission, the Advisory Committee on the Quality of Working Life and the Advisory Council on Occupational Health and Occupational Safety.

DEPUTY MINISTER'S OFFICE

AFFIRMATIVE ACTION PROGRAM

LABOUR 1

400 University Ave., 14th Flr.
Toronto M7A 1T7
416-965-1828

The Affirmative Action Program Manager plans, develops and coordinates the Affirmative Action Program to improve the status of the Ministry's female employees with the ultimate aim of ensuring equal opportunity for women.

PLANT CLOSURE REVIEW AND EMPLOYMENT ADJUSTMENT BRANCH

LABOUR 2

400 University Ave., 11th Flr.
Toronto M7A 1V2
416-965-0853

This branch coordinates various Ontario Government ministries' programs to respond to particular **plant closures** by Ontario **industry**. It advises the public on the requirements under the Employment Standards Act concerning the termination of **employment** in Ontario.

ONTARIO QUALITY OF WORKING LIFE CENTRE

LABOUR 3

400 University Ave., 15th Flr.
Toronto M7A 1T7
416-965-5958

The **Quality of Working Life Centre (QWL)** embodies a concept with interlocking goals: greater self-fulfilment of **employees** and better performance of an organization for the

benefit of the employees, the unions and the employers. The Centre assists in establishing joint labour-management QWL projects in specific organizations and communities; provides opportunities for the training of individuals and organizations in QWL approaches. It also undertakes information and **research** activities, promotes a community interest in QWL concepts and publishes a newsletter on QWL developments and occasional papers and pamphlets on QWL.

LABOUR POLICY AND PROGRAMS

HANDICAPPED EMPLOYMENT PROGRAM

LABOUR 4

400 University Ave., 10th Flr.
Toronto M7A 1T7
416-965-2321

The Handicapped Employment Program provides **affirmative action/employment equity** consulting services to private sector employers regarding initiatives to increase **employment** opportunities for workers with disabilities. It is active in community development to identify and resolve barriers to the employment of disabled people at a local level. The program facilitates links between employers, trade unions, health professionals, **handicapped** persons, special interest groups, voluntary programs, social agencies, related government programs, educators, architects and insurers, at both a community and provincial level. It provides a public resource centre (a list of resources is available upon request), engages in public education, advises persons with disabilities seeking employment or promotion and advises government on policy and **legislation** affecting the employment of disabled people. It also publishes 'Taking Aim: Job Search Strategies for People with Disabilities'.

LEGAL SERVICES BRANCH

LABOUR 5

400 University Ave., 7th Flr.
Toronto M7A 1T7
416-965-6625

Legal Services Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc.. The Legal Services Branch is responsible to the Attorney General's Office.

EMPLOYMENT STANDARDS BRANCH

LABOUR 6

400 University Ave., 3rd Flr.
Toronto M7A 1V2
416-965-5251

The branch, under the Director of Employment Standards is responsible for the administration of the **Employment Standards, Industrial Standards, and Employment Agencies Acts**, as well as the **Ontario Government Fair Wage Schedules**.

In administering the **Employment Standards Act**, the branch develops and enforces minimum standards of **labour** and **employment** such as minimum **wage**, overtime **pay**, **vacation** pay, public **holidays**, **pregnancy leave**, equal pay for equal work, notice of termination of employment, equal benefits, hours of work and the collection of unpaid wages.

The branch issues **permits** and/or approvals authorizing: hours of work in excess of the

statutory limitations, compressed work week schedules, the averaging of hours for the purpose of overtime wages and the employment of homeworkers who work in their own private residences.

The Act also covers agricultural or farm workers who harvest fruit, vegetable or tobacco crops. The **Agricultural Advisory Committee** appointed by the Minister of Labour assists the government in determining the appropriate level of standards to apply to these employees.

The **Industrial Standards Act** provides a means whereby employees and employers may jointly request a schedule of working conditions for their particular industry. When the schedule has been prepared and accepted by both groups and has been approved by the Ministry, the schedule becomes the standard for that industry or trade in a designated zone. Any properly defined industry may take advantage of the legislation; it is now being utilized by the garment and fur industries.

The **Fair Wage Schedule** on government contracts ensures that employees working on government projects in the construction, building cleaning and security industries receive fair labour rates and offers contractors a measure of protection from unfair competition based on labour costs when bidding on government contracts. Such contracts contain wage and labour conditions which are applicable to the zone where the work is being carried out and which must be adhered to by the contractor(s).

COORDINATOR OF FRENCH LANGUAGE SERVICES

LABOUR 7

400 University Ave., 2nd Flr.
Toronto M7A 1T7
416-965-7795

The French Language Services Coordinator implements the government's policy on French language services (provision of such services to the Franco-Ontarian public) within this Ministry.

SERVICES EN FRANCAIS

Le coordonnateur des services en français de ce Ministère est responsable de la mise en oeuvre et du contrôle de la politique du gouvernement en matière de services en langue française (services aux Franco-Ontariens en langue française).

FINANCE AND ADMINISTRATION DIVISION

LIBRARY AND INFORMATION SERVICES

LABOUR 8

400 University Ave., 10th Flr.
Toronto M7A 1T7
416-965-1641

Toll Free Number for Occupational Health and Safety
Information Service: 1-800-387-5404

The **Library** collection consists of 70,000 books and reports, 1,200 journal titles, 500 Statistics Canada reports, Canadian, American and International standards, annual reports and other serials related to the Ministry's areas of responsibility: labour relations, employment, working conditions, human rights, women in the labour force, employment for the handicapped, occupational health and safety, construction, industrial and mining safety and radiation protection. Also included in the collections are the decisions of the

Ontario Labour Relations Board, the Employment Standards Branch, the Ontario Human Rights Commission and a collection of judicial decisions under the Occupational Health and Safety Act. A large collection of Microforms, five in-house automated indexes, online access to ten external computerized database systems, interlibrary loan, photocopying services and two regularly published library bulletins in the area of Labour Relations, Employment and Human Rights and Occupational Health and Safety are also available to library clients. Borrowing services to non-Ministry clients are provided through interlibrary loan. Online computer searches, including SDI searches and in-depth research, are conducted for Ministry of Labour clients only. The Library operates the Ministry **reading room** which provides public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry.

ACCOUNTING SERVICES BRANCH

LABOUR 9

400 University Ave., 2nd Flr.
Toronto M7A 1T7
416-965-4148

The Accounting Services Branch provides Ministry programs with accounting services such as budget preparation and control, financial reporting, accounts payable, payroll, revenue and accounts receivable. The branch liaises with other Ministries, central agencies and the Provincial Auditor.

ADMINISTRATIVE OPERATIONS BRANCH

LABOUR 10

434 University Ave., 3rd Flr.
Toronto M5G 1R6
416-965-6115

The branch provides the Ministry with purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, records management, assets management and the maintenance of policy and procedures manuals (e.g., Manual of Administration). The branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. Administrative Operations Branch is also responsible for the provision and supervision of administrative support personnel in the district and field office locations throughout Ontario.

The branch also operates an **Information Centre** on the main floor of the Ministry's offices at 400 University Avenue, Toronto (965-9500) which provides general information service on, and referrals to, Ministry programs.

MANAGEMENT PLANNING BRANCH

LABOUR 11

400 University Ave., 15th Flr.
Toronto M7A 1T7
416-965-9809

The Management Planning Branch provides a complete range of management services to executive and program managers at the ministry with particular regard to financial planning and analysis. Services include coordination of the annual resource allocation and estimates process; managing-by-results reporting; implementation of government-wide management improvement initiatives; human resources planning; development of related ministry policies and systems; information systems and office automation planning and development. The branch liaises with government central agencies, particularly

Management Board Secretariat, regarding formal submissions to Management Board of Cabinet.

COMMUNICATIONS BRANCH

LABOUR 12

400 University Ave., 2nd Flr.

Toronto M7A 1T7

416-965-7941

The Communications Branch informs the public, client groups and the media about the Ministry's activities. The branch provides communications support to the Minister, the Deputy Minister, senior managers and program areas. Its activities include media liaison and producing and distributing information materials.

INTERNAL AND MANAGEMENT AUDIT

LABOUR 13

434 University Ave., 1st Flr.

Toronto M7A 1T7

416-965-4137

Internal and Management Audit is responsible for the Ministry's audit functions which include the review and appraisal of Ministry management, financial and operational controls.

PERSONNEL BRANCH

LABOUR 14

400 University Ave., 2nd Flr.

Toronto M7A 1T7

416-965-6121

Personnel Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. Personnel Branch is responsible for the establishment of ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all ministry employees, staff recruitment, training and employee counselling, the investigation of employee grievances and all matters affecting working conditions and performance. The branch maintains the ministry's personnel, payroll and employee benefit records. It also provides liaison between the ministry, the Civil Service Commission and the Ontario Public Service Employees Union (OPSEU).

The branch is responsible for the administration of the Public Service Act, the Crown Employees Collective Bargaining Act and the Collective Agreement as they relate to ministry employees.

The branch also coordinates the ministry's summer youth employment programs including **Students Training in Industrial Relations (STIR)**.

SYSTEMS AND ADP BRANCH

LABOUR 15

400 University Ave., 12th Flr.

Toronto M7A 1T7

416-965-4165

The Systems and ADP (Automatic Data Processing) Branch provides a complete range of systems development support to all areas in the Ministry. This includes manual systems and computer applications wherever appropriate. Project management includes feasibility studies, cost/benefit analysis, systems design, implementation, data entry,

quality control, maintenance and ongoing scheduling and processing of all operational systems which support program managers.

OCCUPATIONAL HEALTH AND SAFETY DIVISION

PROGRAM ADMINISTRATION

LABOUR 16

400 University Ave., 14th Flr.
Toronto M7A 1T7
416-963-2608

The Strategic Policy Unit (965-0260) and the Program Development Unit (965- 2305) are responsible for the identification and development of control strategies for toxic substances as well as other division-wide policies and procedures.

CONSTRUCTION HEALTH AND SAFETY BRANCH

LABOUR 17

400 University Ave., 8th Flr.
Toronto M7A 1T7
416-965-7161

The branch is responsible for encouraging **construction** employers and employees across the Province to prevent occupational health and **safety** injuries, accidents and fatalities, in order to reduce the economic and social losses resulting from occupational health and safety hazards.

The branch administers and enforces the provisions of the **Occupational Health and Safety Act**, R.S.O. 1980 c.321, and the Regulations for construction projects. The Act encompasses regulations for the **health** and safety of workers (**employees** and on-site **employers**) in the construction industry, including work on **buildings**, streets, sewers, watermains, underground work and work done using compressed air. The branch periodically inspects **construction** sites and investigates complaints, refusals to perform unsafe work, **accidents** and fatalities. Prosecutions are usually recommended for contraventions of the legislation that could result in critical or fatal injuries to a worker.

The professional engineering staff provide expertise to construction safety managers and officers within the branch, labour-management groups, manufacturers of equipment used in the construction industry, professionals such as architects and engineers, and others.

The branch offers assistance to the Ministry of the Solicitor General by releasing copies of reports of investigations into construction **deaths** to the Chief Coroner and local coroners. Branch staff are also called upon to give evidence at coroners' inquests into these fatalities or in some cases to provide expert technical information.

The branch delivers its program through its head office located at the above address and three administrative regions. Each region is subdivided into districts as indicated below:

CENTRAL REGION

2 Robert Speck Pkwy.
Mississauga L4Z 1H8
416-273-7800

Regional Office
2500 Lawrence Ave. E.
Scarborough M1P 2R7
416-750-3557

139 George St. N.
Peterborough K9J 3C6
 705-742-3436

400 University Ave., 8th Flr.
Toronto M7A 1T7
 416-965-7161
 If long distance dial
 1-800-268-8013

NORTHEASTERN REGION

Regional Office
 2197 Riverside Dr.
 Pebb Bldg., 3rd Flr
Ottawa K1H 7X3
 613-523-7530
 If long distance dial
 1-800-267-1916

1055 Princess St.
Kingston K7L 5T3
 613-547-3414
 If long distance dial
 1-800-267-0915

390 Bay St., 3rd Flr.
Sault Ste. Marie P6A 2A7
 705-949-3331

199 Larch St., 6th Flr.
Sudbury P3E 5P9
 705-675-4455
 If long distance dial
 1-800-461-4000

435 James St. S.
 Postal Station 'F'
Thunder Bay P7E 6E3
 807-475-1691
 If long distance dial
 1-800-465-5016/17

Timcor Bldg., 4th Flr.
 273 Third Ave.
Timmins P4N 1E2
 705-267-6231
 If long distance dial
 1-800-461-4000

WESTERN REGION

Regional Office
 Ontario Government Bldg., 8th Flr.
 119 King St. W.
Hamilton L8N 3Z9
 416-521-7736
 If long distance dial
 1-800-263-6906

824 King St. W.
Kitchener N2G 1G1
 519-744-8101
 If long distance dial
 1-800-265-2378/2373

205 Oxford St. E., 2nd Flr.
London N6A 5G6
 519-439-3231
 If long distance dial
 1-800-265-4707

205 King St. W.
St. Catharines L2R 3J5
 416-682-7261
 If long distance dial
 1-800-263-7260

500 Ouellette Ave., Rm. 605
Windsor N9A 1B3
 519-256-8278
 If long distance dial
 1-800-265-5140

INDUSTRIAL HEALTH AND SAFETY BRANCH

LABOUR 18

400 University Ave., 9th Flr.
Toronto M7A 1T7
 416-965-4125

The branch established under the **Occupational Health and Safety Act** administers programs designed to reduce the incidence of illness and injury of workers in **industry**. (For

the construction and mining industries, see Construction Health and Safety Branch, LABOUR 17, and Mining Health and Safety Branch, LABOUR 22.)

The branch encourages employers and employees to assume primary responsibility for occupational **health** and **safety** programs; assists them in establishing internal responsibility systems; consults with them so that potential problems are recognized, evaluated and controlled and ongoing safety programs established. Industrial Health and Safety Officers, operating out of 17 district offices throughout the Province, periodically inspect industrial establishments and logging sites and investigate refusals to work under unsafe conditions, **deaths** and serious **accidents**. Regional engineers in the district offices review plans for new **buildings** and alterations to existing ones to check for occupational health and safety hazards prior to construction. The head office at 400 University Ave., 9th Flr., is responsible for overall program implementation. Industrial Health and Safety Officers and Engineers operate out of the following district offices:

114 Worsley St., 5th Flr.

Barrie L4M 1M1

705-722-6642

Ontario Government Bldg., 8th Flr.

119 King St. W.

Hamilton L8N 3Z9

416-521-7736

For toll free number check the

blue pages of telephone directory

1055 Princess St.

Kingston K7L 1H3

613-547-3414

If long distance dial

1-800-267-0915

824 King St. W.

Kitchener N2G 1G1

519-744-8101

If long distance dial

1-800-265-8723

205 Oxford St. E., 2nd Flr.

London N6A 5G6

519-439-3231

If long distance dial

1-800-265-4707

2 Robert Speck Pkwy.

Mississauga L4Z 1H8

416-273-7800

If long distance dial

1-800-268-2894

1500 Fisher St., 2nd Flr.

North Bay P1B 2H3

705-476-2711

2197 Riverside Dr.

Ottawa K1H 7X3

613-523-7530

If long distance dial

1-800-267-1916/7

139 George St. N.

Peterborough K9J 3G6

705-876-1800

390 Bay St.

Sault Ste. Marie P6A 1X2

705-949-3331

700 Christina St. N.

Sarnia N7V 3C2

519-336-1200

2500 Lawrence Ave. E.

Scarborough M1P 2R7

(Metro East)

416-750-3557

205 King St.

St. Catharines L2R 3J5

416-682-7261

If long distance dial

1-800-263-7260

199 Larch St., 6th Flr.
Sudbury P3E 5P9
705-675-4455
If long distance dial
1-800-461-4000

435 James St. S.
Thunder Bay 'F' P7E 6E3
807-475-1691
If long distance dial
1-800-465-6937/8

273 Third Ave., 4th Flr.
Timmins P4N 1E2
705-267-6231
If long distance dial
1-800-461-4000

500 Ouellette Ave., Rm 605
Windsor N9A 1B3
519-256-8278
If long distance dial
1-800-265-5140

OCCUPATIONAL HEALTH BRANCH

LABOUR 19

400 University Ave., 7th Flr.
Toronto M7A 1T7
416-965-3211

The branch provides a consulting service in occupational health to ministries and to industry.

Occupational Health Medical Service (965-3610) provides consultation on **medical** and **nursing** services to those who provide in-plant **health** care facilities and a healthy working environment for **employees**.

Occupational Hygiene Service (965-4066) provides consultation to operating branches of the Occupational Health and Safety Division and to industry; visits plants and sites to identify and assess health hazards from exposure to chemical, physical and biological agents and recommends control measures.

Occupational Health Laboratory Service (248-7261) performs **chemical** analyses of biological specimens, **air** samples and industrial materials for the branch as well as requests for analyses from companies, physicians, health units, Workers' Compensation Board and other government agencies.

Hygiene, medical and nursing consultants administer the programs of the Occupational Health Branch from eight offices throughout the Province:

119 King St. W., 8th Flr.
Hamilton L8N 3Z9
416-521-7736

2197 Riverside Dr., Ste. 301
Ottawa K1H 7X3
613-523-7530

1055 Princess St., Ste. 301
Kingston K7L 5T3
613-547-3418

2500 Lawrence Ave. E.
Scarborough M1P 2R7
416-750-3557

205 Oxford St. E., 2nd Flr.
London N6A 5G6
519-439-3231

199 Larch St., 6th Flr.
Ontario Provincial Bldg.
Sudbury P3E 5P9
705-675-4455

2 Robert Speck Pkwy., 3rd Flr.
Mississauga L4Z 1H8
416-273-7800

500 Ouellette Ave.
Windsor N9A 1B3
519-256-8278

OCCUPATIONAL HEALTH BRANCH
CHEST SERVICE

LABOUR 20

400 University Ave., 7th Flr.
Toronto M7A 1T7
416-965-4075

The Chest Service deals with identification and prevention of respiratory **diseases** from occupational exposure to hazardous industrial dusts. Regular surveillance of workers is handled through six chest clinics throughout the Province.

Elliot Lake Chest Clinic
50 Hillside Dr. N.
P. O. Box 68
Elliot Lake P5A 1X4
705-848-2239

Thunder Bay Chest Clinic
435 James St. S.
P. O. Box 5000
Thunder Bay P7E 6E3
705-475-1661

Kirkland Lake Chest Clinic
38 Second St. E.
P. O. Box 864
Kirkland Lake P2N 1R5
705-567-4466

Timmins Chest Clinic
54 Wilson Ave.
Timmins P4N 2S6
705-264-8571

Sudbury Chest Clinic
1300 Paris Cres.,
Sudbury P3E 5S6
705-522-0212

Toronto Chest Clinic
880 Bay St., 2nd Flr.
Toronto M7A 2C7
416-965-4075

SPECIAL STUDIES AND SERVICES BRANCH

LABOUR 21

400 University Ave., 8th Flr.
Toronto M7A 1T7
416-965-2493

Health Studies Service (965-6375) conducts occupational **health research** studies and provides consultative services on the effects of occupational and environmental exposure to **chemical** or physical agents on human health.

Safety Studies Service (965-6342) conducts studies in occupational **safety** and maintains contact with organizations involved in **accident** prevention.

Radiation Protection Service (965-8178) directs a program to protect **employees** and the public from harmful effects of **radiation** including industrial **x-rays**, radioactive materials, microwaves and lasers. It administers the **Occupational Health and Safety Act** and the X-ray Safety, Registration and Plan Review Regulations 263/84.

Radiation Protection Laboratory (248-7237) analyzes radioactive materials for **uranium** mines, mills, processing plants, **nuclear** reactors and users of radioactive isotopes. It develops monitoring techniques and equipment for the identification of radioactive sources. The laboratory is located at 81 Resources Rd., Weston, M4P 3T1.

The branch also provides technical support in contingencies related to **nuclear** power generating stations.

MINING HEALTH AND SAFETY BRANCH

LABOUR 22

400 University Ave., 7th Flr.

Toronto M7A 1T7

416-965-1328

This branch administers the **Occupational Health and Safety Act** and **Regulations for Mines and Mining Plants**, including open pits, quarries, metallurgical operations, sand, clay, shale and gravel pits, aggregate plants, peat workings and diamond drilling operations to control occupational **health** and **safety** hazards in the workplace. Periodically these establishments are inspected. The branch also carries out **air** sample testing to ensure a safe working environment. It investigates **deaths**, serious **accidents** and refusals to perform unhealthy or unsafe work and consults with labour and management to increase their involvement in identifying and eliminating occupational health and safety hazards. The branch reviews and provides advice on pre-development plans of new and changing operations to check occupational health and safety hazards before construction.

Mining Health and Safety Branch delivers programs through eight field offices listed below.

FIELD OFFICES

Algo Centre

151 Ontario Ave.

Elliot Lake P5A 2T2

705-848-2885

1055 Princess St., Ste. 301

Kingston K7L 1H3

613-547-3418

4 Government Rd. E.

Kirkland Lake P2N 1A2

705-567-5241

205 Oxford St. E.

London N6A 5G6

519-439-3231

If long distance dial

1-800-265-4707

10720 Yonge St., Ste. 218

Richmond Hill L4C 3C9

416-884-6551

Provincial Bldg.

199 Larch St., 6th Flr.

Sudbury P3E 5P9

705-675-4464

435 James St. S., Box 5000

Thunder Bay P7C 5G6

807-475-1675/6/7

If long distance dial

1-800-465-6937

273 Third Ave., 4th Flr.

Timmins P4N 1E2

705-267-6231

The Mine Rescue Program trains specialists at each underground mine in mine rescue procedures in the event of a mine fire or **disaster**. The Mine Rescue training officers maintain a number of stations which are listed below as well as non-staffed substations equipped with breathing apparatus, **fire** fighting equipment and other emergency equipment and supplies to respond immediately to any mine emergency.

MINE RESCUE STATIONS

50 Hillside Dr. N.

Elliot Lake P5A 1X4

705-848-3022

P. O. Box 368

Balmertown P0V 1C0

807-735-2331

107 Government Rd. W.
Kirkland Lake P2N 2E8
 705-567-4606

P. O. Box 338
Onaping P0M 2R0
 705-966-3844

1494 Frood Rd.
 P. O. Box 65
Sudbury P3E 4N3
 705-566-4344

1551 Arthur St.
Thunder Bay P7C 4V1
 807-577-5321

P. O. Box 1096
Timmins P4N 7H9
 705-264-7511

By statute all wire ropes used in mine **hoisting** installations must be tested by the **Wire Rope Testing Laboratory** before use and at intervals during service. The Laboratory address is listed below.

WIRE ROPE LABORATORY

Wire Rope Testing Laboratory
 Ministry of Labour
 Room B441, Basement
 Whitney Block, Queen's Park
Toronto M7A 1W3
 416-965-1327

STANDARDS AND PROGRAMS BRANCH

LABOUR 23

400 University Ave., 9th Flr.
 Toronto M7A 1T7
 416-965-8519/8710

Standards and Programs Branch coordinates the development, implementation and evaluation of Occupational Health and Safety Division policies and programs and maintains an information data base that relates to the enforcement of the **Occupational Health and Safety Act**. Within this framework, the branch and its sections are engaged in various activities and initiatives.

Sector Regulations Program (965-8510). The branch develops regulations under the **Occupational Health and Safety Act** to protect workers from hazards in specific economic sectors which include health care workers, fire fighters, underwater divers, teachers and university academics.

Program Analysis and Evaluation Section (965-8710) provides planning and analytical support for the Occupational Health and Safety Division. It assembles and analyses **statistical** and other data on work place hazards, fatalities, critical injuries, as well as prosecutions under the Act. The section is also responsible for the coordination of financial and administrative submissions to Management Board of Cabinet for the division.

Industry Sector Programming Section (965-8510) identifies and develops occupational control strategies and regulations for occupational sectors and safety hazards. It develops and delivers **training programs** and material for the Occupational Health and Safety Division staff. It also includes a Video Unit which produces **videotape** training material.

The section coordinates the development and maintenance of division operation manuals.

Advisory Service on Occupational Health and Safety (965-5533) establishes working relationships with other organizations involved in occupational **health** and **safety** training and education. It also gives administrative and secretariat support to the Ministry's **Provincial Lottery** program which provides **grants** for occupational health and safety projects on applied **research** and manpower training and development. For information on the Ministry of Labour's Provincial Lottery Program, write to this section at the above address.

Publications Program (965-8510/8710). The branch is responsible for the printing and distribution of all regulations made under the **Occupational Health and Safety Act** and other printed materials relating to the programs of the division.

INDUSTRIAL RELATIONS DIVISION

CONCILIATION AND MEDIATION SERVICES BRANCH

LABOUR 24

400 University Ave., 5th Flr.
Toronto M7A 1T7
416-965-4104

Conciliation and Mediation Services Branch goals are to foster harmonious **labour relations** and to minimize disruption in the economy arising from **strikes** and **lockouts**. The branch's conciliation officers help labour and employers arrive at a settlement in disputes and if necessary provide mediation officers after the conciliation process. The branch also undertakes preventive mediation services during the term of an agreement. Parties in a labour dispute must use the government's conciliation services before legally resorting to strikes or lockouts.

OFFICE OF ARBITRATION

LABOUR 25

400 University Ave., 6th Flr.
Toronto M7A 1T7
416-965-5669

The Office of Arbitration assists the Minister in carrying out his statutory responsibilities for constituting boards of **arbitration** and appointing single arbitrators under the **Labour Relations Act** and the **Hospital Labour Disputes Arbitration Act**. The office is responsible for the receipt and processing of requests from **employers** and trade **unions** for the appointment of arbitrators and nominees to boards of arbitration. This function involves identifying individuals qualified to act under ministerial appointment, providing administrative services to arbitrators, monitoring the progress of arbitration proceedings and cataloguing arbitration awards for public availability. In association with the Minister of Labour's Labour-Management Advisory Committee which advises the Minister on matters pertaining to arbitration, the office maintains a roster of qualified arbitrators and is actively involved in the training of prospective **arbitrators**. Through its staff of grievance settlement officers, the Office of Arbitration also provides **labour** and management with grievance mediation services.

The Office of Arbitration also has responsibility for coordinating appeals under the **Employment Standards Act** and boards of inquiry pursuant to the **Human Rights Code**.

The office publishes and distributes to members of the **industrial relations** community, a monthly bulletin which summarizes current arbitration awards.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch.

ADVISORY COUNCIL ON OCCUPATIONAL HEALTH AND SAFETY

LABOUR 26

400 University Ave., 15th Flr.
Toronto M7A 1T7
416-965-2448

The Advisory Council on Occupational Health and Occupational Safety, whose membership is representative of management, labour and technical or professional persons and the public, advises the Minister of Labour on matters involving occupational **health** and occupational **safety**. For public inquiries on occupational health and safety, contact the branch involved or the Ministry's field offices under the Occupational Health and Safety Division.

OFFICE OF THE EMPLOYER ADVISER

LABOUR 27

101 Bloor St. W., 5th Flr.
Toronto M5S 1P7
416-965-8780
Toll-free in Ontario
1-800-387-0774

The **Office of the Employer Adviser (OEA)** is mandated to provide advisory services and to advocate on behalf of employers on policy matters pertaining to the Workers' Compensation Act. It was established effective October 1, 1985 by Bill 101: An Act to amend the Workers' Compensation Act.

The new Office of the Employer Adviser will assist **employers** in the province in their dealings with the Workers' Compensation Board. The office will provide information on WCB procedures and policy, assist employers with appeals and attend WCB and Appeals Tribunal hearings.

OFFICE OF THE WORKER ADVISER

LABOUR 28

123 Edward St.
Toronto M5G 1E2
416-965-8571

The primary role of Office of the Worker Adviser (OWA) is to assist and, when necessary, represent injured workers with their WCB claims through all stages of the claims process, including representing **injured workers** before the Workers' Compensation Appeals Tribunal. A resource and **information service**, focusing on Workers' Compensation issues, is also available to the public.

Worker Adviser Service is available outside Toronto through Regional Offices. To determine which Regional Office would service a particular community, please contact the nearest office of the Ministry of Labour.

ONTARIO HUMAN RIGHTS COMMISSION

LABOUR 29

400 University Ave., 12th Flr.

Toronto M7A 1T7

416-965-6841

The Commission administers and enforces the **Human Rights Code, 1981** which provides for the right to equal treatment in **employment**, services, goods and facilities, contracts and **accommodation** without **discrimination** because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, marital status, family status, handicap, record of offences (employment only) and receipt of public assistance (accommodation only). The Commission implements a four-point program of investigation and conciliation of complaints and enforcement, mediation of social and ethnic frictions and consultations with employers, unions, etc., with a view to reducing community tensions arising from **racial** and **ethnic** adjustments; public **education** in the provisions and principles of the Code and **research** in patterns of **discrimination** by a supervisor. The twelve district offices are as follows:

EASTERN REGION

Regional Office

2197 Riverside Dr.

Ottawa K1H 7X3

613-523-7530

If long distance dial

1-800-267-1916

1055 Princess St.

Kingston K7L 1H3

613-547-3414

If long distance dial

1-800-267-0915

NORTHERN REGION

Regional Office

199 Larch St., 6th Flr.

Sudbury P3E 5P9

705-675-4455

If long distance dial

1-800-461-4000

808 Robertson St.

Kenora P9N 1N8

807-468-3128

If long distance dial

1-800-465-1104

390 Bay St., 3rd Flr.

Sault Ste. Marie P6A 1X2

705-949-3331

If long distance dial

1-800-461-7286

435 James St. S.

Thunder Bay P7E 6E3

807-475-1693

If long distance dial

1-800-465-5016

273 Third Ave., 4th Flr.

Timmins P4N 1E2

705-267-6231

If long distance ask Operator
for Zenith 57740

SOUTHWESTERN REGION

Regional Office

205 Oxford St. E.

London N6A 5G6

519-439-3231

If long distance dial

1-800-265-4707

Ontario Government Bldg., 8th Flr.
119 King St. W.

Hamilton L8N 3Z9

416-521-7736

If long distance in
area code 416 dial

1-800-263-6906

If long distance in
area codes 519, 613, 705 dial

1-800-263-9296

824 King St. W.

Kitchener N2G 1G1

519-744-8101

If long distance dial

1-800-265-2373

205 King St.

St. Catharines L2R 3J6

416-682-7261

If long distance dial

1-800-263-7260

500 Ouellette Ave.

Windsor N9A 1B3

519-256-3611

If long distance dial

1-800-265-5140

TORONTO EAST, WEST AND CENTRAL REGIONS

2500 Lawrence Ave. E.

Scarborough M1P 4T5

416-750-3575

(Toronto East District)

If long distance dial

1-800-268-6585

400 University Ave., 12th Flr.

Toronto M7A 1T7

416-965-6841

(Central District &

Unit for the Handicapped)

If long distance dial

1-800-268-9004

2 Robert Speck Pkwy., Ste. 310

Mississauga L4Z 1H8

416-273-7811

(Toronto West District)

If long distance dial

1-800-268-2808

ONTARIO LABOUR RELATIONS BOARD

LABOUR 30

400 University Ave., 4th Flr.

Toronto M7A 1V4

416-965-4151

The Ontario Labour Relations Board administers those sections of the following Acts which establish **collective bargaining** rules: the **Labour Relations Act** for **employers** and **employees** in the private sector within provincial jurisdiction; the **Hospital Labour Disputes Arbitration Act** for employees of hospitals; the **Colleges Collective Bargaining Act** for employees of community colleges. The Board also administers declarations of illegal **strikes** and **lockouts**, cease and desist orders and consents to prosecute under the **School Boards and Teachers' Collective Negotiations Act**; complaints by employees that they have been disciplined, penalized or coerced because they have acted in compliance with the **Occupational Health and Safety Act**, the **Environmental Protection Act** and other environmentally-related statutes; declaration of successorship under the **Successor Rights (Crown Transfers) Act**. The Ontario Labour Relations Board deals with: **certification** of trade **unions**; accreditation of employer organizations in the **construction** industry; declarations of successorship of employers or trade unions; cease and desist orders and declarations of illegal strikes and lockouts; complaints of unfair **labour** practices; termination of bargaining rights of trade unions and accredited employer organizations; trusteeship of locals of trade **unions**; consent to prosecute and **arbitration** of grievances under collec-

tive agreements in the construction industry. The Board's **library** is open to the public (965-0206).

The Board publishes for the general public an Annual Report, a booklet entitled 'Guide to the Labour Relations Act', a Monthly Report of decisions and three pamphlets entitled 'Rights of Employees, Employers and Trade Unions', 'Certification by the Ontario Labour Relations Board', and 'Unfair Labour Practice Proceedings Before the Ontario Labour Relations Board'.

The Board cannot advise on rights and duties in situations that may come before it.

PUBLIC SERVICE APPEALS BOARD

LABOUR 31

180 Dundas St. W., Ste. 2100
Toronto M5G 1Z8
416-598-0688

The **Public Service Grievance Board** and **Public Service Classification Rating Committee** (965-1455) are the tribunals which hear **appeals** about grievances of non-bargaining **Ontario Public Service employees** regarding discipline, dismissal, working conditions and job classification. The **Crown Employees Grievance Settlement Board** (598-0688) hears grievances arising in bargaining units represented by the **Ontario Public Service Employees Union (OPSEU)**, the **Ontario Liquor Boards Employees Union (OLBEU)**, the **Canadian Union of Public Employees (CUPE 1750: Workers' Compensation Board, CUPE 767: Ontario Housing), GO Transit (Amalgamated Transit Union, Local 1587)**. The **Ontario Public Service Labour Relations Tribunal** (598-0688) hears **appeals** regarding union representation, jurisdiction, union dues, bargaining units, etc., and generally administers the **Crown Employees Collective Bargaining Act**. Ad hoc arbitration boards hear and adjudicate disputes between employers and **unions**.

WORKERS' COMPENSATION BOARD

LABOUR 32

2 Bloor St. E.
Toronto M4W 3C3
416-927-9555

The **Workers' Compensation Board (WCB) Ontario**, administers the **Workers Compensation Act**. The Act provides: **compensation** payments for workers disabled by job-related **accidents** or **diseases**, awards for permanent disability and **pensions** for dependents of workers who die as a result of work accidents or industrial diseases; **medical services**, i.e., advice to treating agencies, control of treatment, special treatment facilities etc.; payment for medical services (**financial assistance**), including payment of doctors bills, **hospitalization** costs, etc.; **vocational** rehabilitation services, including **counselling** and job training to help injured workers re-establish themselves; **financial assistance** to nine **safety** associations whose mission, through safety education, is the prevention of industrial accidents and diseases.

The Board maintains its head office in Toronto, where it has a **library** for publication: (927-3500) and **films**. Regional, area and information service offices in other Ontario cities are listed below. There is a **WCB Hospital and Rehabilitation Centre** in Downsview. The Chairman of the Board reports to the Lieutenant Governor in Council through the Ontario Minister of Labour, who answers for the Board in the Legislature.

Objections to an adverse decision made by the Board's operating division may be directed to the Review Services Division through either of two branches. If the Decision

Review Branch cannot grant the objection, a hearing can be requested from the Hearings Branch. The Board may reconsider any Hearings Branch decision in cases where there is some concern whether the hearing has been properly conducted, an obvious error has occurred, or new evidence is introduced. Clients may appeal the Hearing Branch decision to the independent Workers' Compensation Appeals Tribunal see LABOUR 33.

There are ten operating areas of the Board in Toronto: Claims Services (927- 3973); Communications (927-3500); Financial Services (927-4390); Human Resources (927-3800); Management Information Services (927-4396); Medical Services (927- 4350); Occupational Health and Safety Education Authority (927-4876); Regional Operations and Area Offices (927-4167); Review Services (927-4700), and Vocational Rehabilitation (927-4183).

The Claims Services Division consists of: Claims Adjudication Branch, Claims Administrative Services Branch and Records Management Branch. Activities of the Claims Adjudication Branch include adjudication, initial acceptance of the claim, authorization of compensation payments throughout the lifetime of the claim and the establishment of awards for permanent disability. Claims adjudication takes place at the Board's head office, 2 Bloor St. E., Toronto, and also at the regional offices in Sudbury (servicing the districts of Sudbury, Algoma and Manitoulin) and London (servicing the counties of Huron, Middlesex, Elgin and Oxford). Most claim files for workers residing in these regions are located at the respective regional office. Claims for certain industrial diseases are still located and adjudicated at the head office. The Claims Administrative Services Branch provides a channel of communication and information on individual claims and counselling services. Records Management Branch provides a system of records services that include Records Control, Microfilm Services, Records Identification and Registration, and Administrative and Technical Records Advisory Services to all divisions within the Board.

The Medical Services Division ensures that high level medical care is administered to injured workers at realistic cost.

The Vocational Rehabilitation Division provides socio-economic counselling, vocational evaluation, adjustment assessment, vocational training and selective **job** placement in industry. Special counselling includes financial counselling, consideration of requests for pension commutations, and making arrangements for **educational** upgrading for those injured workers who lack the necessary education and for those who cannot communicate in English. Vocational rehabilitation specialists seek on-the-job training and employment opportunities for injured workers, and inform employers and the public of the advantages of hiring rehabilitated **disabled** workers.

Residents outside the local calling area of the following regional area and information service offices can call the office serving them by dialing the operator 'O' and asking for Zenith 61700 for general enquiries and Zenith 58080 for claims enquiries.

Area Office
Plaza Level
Standard Life Centre
2 King St. W.
Hamilton L8P 1A1
416-523-1800

Information Service Office
1055 Princess St., Rm. 303
Kingston K7L 5T3
613-544-9682

Area Office

153 Frederick St.
Kitchener N2H 2M2
519-576-4130

London Regional Office

200 Queens Ave.
London N6A 1J3
519-663-2331

Area Office

189 Wyld St., Box 3190
North Bay P1B 1Z2
705-472-5200

Area Office

350 Sparks St., Rm. 206
Ottawa K1R 7S8
613-238-7851

Information Service Office

421 Bay St., 3rd Flr.
Sault Ste. Marie P6A 1X3
705-942-3002

Information Service Office

282 Linwell Rd., Rm. 120
St. Catharines L2N 6N5
416-937-2020

Sudbury Regional Office

30 Cedar St.
Sudbury P3E 1A4
705-675-9301

Area Office

1265 Arthur St. E., Rm. 407
Thunder Bay P7E 6E7
807-623-4545

Information Service Office

273 Third Ave., Box 1142, Rm. 204
Timmins P4N 1E2
705-267-6427

Information Service Office

1382 St. Clair Ave. W.
Toronto M6E 1C6
416-965-8864
(Italian, Portuguese,
French, Spanish calls)

*Toronto Claims Inquiry Counselling
Section*

2 Bloor St. E., 7th Flr.
Toronto M4W 3C3
416-927-4654
French translators 416-927-4658/9
Italian translators 416-927-4773
(This is the main telephone number.
Check your telephone directory for
numbers for individual claims and
firm files.)

Area Office

787 Ouellette Ave.
Windsor N9A 4J4
519-256-3461

**WORKERS' COMPENSATION APPEALS
TRIBUNAL**

920 Yonge St., Ste. 200
Toronto M4W 3C7
416-962-1600

LABOUR 33

The Workers' Compensation Appeals Tribunal has been established to hear and determine **appeals** arising under the **Workers' Compensation Act**. The Tribunal hears appeals from Workers' Compensation Board decisions respecting entitlement to **compensation** or benefits as well as appeals of assessment or penalties under the Act. The Tribunal also determines the effect of the Workers' Compensation Act on **workers'** rights to take civil actions against their employers.

ACTS

ACTS

LABOUR 34

The following is a list of Acts administered by the Ministry of Labour. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Blind Workmen's Compensation Act
 Crown Employees Collective Bargaining Act
 Employment Agencies Act
 Employment Standards Act
 Government Contracts Hours and Wages Act
 Hospital Labour Disputes Arbitration Act
 Human Rights Code, 1981
 Industrial Standards Act
 Labour Relations Act
 Ministry of Labour Act
 Occupational Health and Safety Act
 One Day's Rest in Seven Act
 Rights of Labour Act
 Workers' Compensation Act
 Workmens' Compensation Insurance Act

MINISTRY OF MUNICIPAL AFFAIRS

777 Bay St., 17th Flr.
Toronto M5G 2E5

The Ministry of Municipal Affairs is responsible for local government and community planning in the province. It is responsible for determining appropriate legislative, institutional, organizational, financial and management arrangements of municipal governments. It encourages sound planning at the community level and renewal activity in municipalities through operational and technical assistance.

MINISTER'S OFFICE

NIAGARA ESCARPMENT DEVELOPMENT
CONTROL
HEARING OFFICE
777 Bay St., 14th Flr.
Toronto M5G 2E5
416-585-6090

MUN AFF 1

The Niagara Escarpment Development Control Hearing Office conducts hearings on appeals from decisions made by the **Niagara Escarpment Commission**.

NIAGARA ESCARPMENT COMMISSION
232 Guelph St.
Georgetown L7G 4B1
416-877-5191

MUN AFF 2

The Niagara Escarpment Planning and Development Act defines the task of the Niagara Escarpment Commission. The central task of plan preparation was substantially completed on June 12, 1985 with the approval of the Niagara Escarpment Plan. The Plan provides policies to maintain the Niagara Escarpment, and land in its vicinity, substantially as a natural **environment** and to ensure a balanced future use of Escarpment land through an interim development control system.

The Niagara Escarpment Commission and Ministry of Municipal Affairs are working to ensure that responsibility for long-term planning initiatives is transferred from the provincial to the municipal level and incorporated into municipal planning documents.

During this period, the Commission will continue to process amendments to the Plan and monitor municipal planning initiatives in the Escarpment area. The Commission maintains an **audio-visual** presentation, a **library** and a drop-in centre.

Until delegation of authority to issue development permits occurs, applications will continue to be processed by the Commission. Development **permit** applications for Dufferin County and the Regional Municipalities of Halton and Peel are handled by the Georgetown office (416-877-5191); for the Counties of Bruce, Grey and Simcoe, contact the Clarksburg office (519-599-3340); for the Regional Municipalities of Hamilton-Wentworth and Niagara, contact Grimsby 416-945-9235). From Toronto and Brampton call 416-453-2468.

DEPUTY MINISTER'S OFFICE**COMMUNICATIONS BRANCH**

MUN AFF 3

777 Bay St., 17th Flr.

Toronto M5G 2E5

416-585-7025

Customer Assistance: 416-585-7041

Communications Branch provides information services for the Ministry of Municipal Affairs, including the **Ontario Housing Corporation (OHC)** and the **Ontario Land Corporation (OLC)**. The branch also provides communications services to the Ministry of Housing. It acts as communications and marketing consultant to all parts of both Ministries.

LEGAL BRANCH

MUN AFF 4

777 Bay St.

Toronto M5G 2E5

Municipal Law Section, 12th Flr.

416-585-6554

Community Planning Law Section, 16th Flr.

416-585-6723

Legal Branch provides legal services to the Ministry of Municipal Affairs and to its agencies, including the **Niagara Escarpment Commission** (585-6724) and to the **Ministry of Intergovernmental Affairs** (585-6551). The branch counsels on legal matters and documentation, including the interpretation of statutes and regulations and proposed legislation and regulations. It also provides the Ministry with legal services in relation to municipal and community planning legislation and Ministry operations.

ASSISTANT DEPUTY MINISTER - COMMUNITY PLANNING
COMMUNITY PLANNING PROGRAMS DIVISION
COMMUNITY PLANNING ADVISORY BRANCH

MUN AFF 5

777 Bay St., 13th Flr.

Toronto M5G 2E5

416-585-6236

The branch provides service and advice to **municipalities**, the development industry and the public. It administers **grant** programs for **municipalities**, counties and regions and for planning boards in northern Ontario to promote effective **community planning** and to resolve local planning issues. Eligible items include, but are not restricted to, the preparation and updating of **official plans** and **zoning** bylaws for small municipalities, and studies relating to community improvement, management of the local planning process, planning applications of computer technology, financial implications of planning decisions and the responsiveness of the local process to economic development initiatives. Municipalities must contact regional offices listed below to apply for grants.

The branch provides the following range of services through its field offices.

Information/education: Staff organize (or participate in) workshops, seminars and conferences to discuss **community planning** issues, provincial policies, procedures and other Ministry programs.

Ongoing planning advice: Staff consult with municipalities about their **land use planning** concerns and respond to inquiries from developers and the public.

Preliminary reviews of local planning documents and advice on tentative development proposals: Field offices can identify planning weaknesses and assess trends in planning which should reduce delays and problems at the approval stage and facilitate a smoother process.

Financial assistance: Applications for funding under the **Community Planning Grants** are processed through field offices. Staff provide assistance for the development of major amendments to **official plans** and **zoning by-law** documents as well as for special studies which address specific **land use planning** matters. Municipal eligibility for assistance is reviewed by staff and requests for funding should always precede the commencement of any planning study.

Technical assistance: Staff provide limited technical assistance to planning boards in northern Ontario or to other small municipalities, including preparation of terms of reference for projects or direct project involvement in resolving issues and preparing planning documents.

Planning areas: Staff advise municipalities on establishing or altering planning areas and on the administration of planning boards. **Planning Administration Grants** are available to planning boards which administer land use activities in unorganized territories.

Contact one of the following five field offices.

495 Richmond St.
London N6A 5A9
519-673-1611
If long distance dial
1-800-265-4736
(Southwestern Region)

244 Rideau St.
Ottawa K1N 5Y3
613-566-3801
If long distance ask Operator
for Zenith 52650
(Southeastern Region)

1191 Lansing Ave.
Sudbury P3A 4C4
705-560-0120
If long distance ask Operator
for Zenith 52650
(Northeastern Region)

COMMUNITY RENEWAL BRANCH
777 Bay St., 13th Flr.
Toronto M5G 2E5
416-585-6264

435 James St. S.
Box 5000
Thunder Bay P7C 5G6
807-475-1651
If long distance ask Operator
for Zenith 52650
(Northwestern Region)

47 Sheppard Ave. E.
Willowdale M2N 2Z8
416-224-7635
If long distance ask Operator
for Zenith 52650
(Central Region)

MUN AFF

The branch encourages community improvement through assistance to municipalities and the private sector. It administers **PRIDE (Programs for Renewal, Improvement and Development)** and ongoing projects funded under previous renewal programs. These pro

grams are described individually in the following Community Renewal branch entries. The branch participates in the Ministry's **youth employment** program.

COMMUNITY RENEWAL BRANCH
BUSINESS IMPROVEMENT AREA PROGRAM

MUN AFF 7

777 Bay St., 13th Flr.
Toronto M5G 2E5
416-585-6264

Section 217 of the **Municipal Act** provides local business communities with the legislation to help upgrade commercial districts. The **Business Improvement Area Program (BIA)** concept is a self-help mechanism to improve, beautify and maintain municipally owned **lands, buildings** and structures beyond the normal works of municipalities and to promote the area as a business and shopping district. Funds are provided by local business groups and managed by a board of management. Local groups request the municipality to designate a BIA. Once a BIA is designated, a board of management is formed to manage the current year's budget outlining the improvement and the promotion program. Upon approval of this budget by the municipal council, funds are paid out to the board by the municipal treasurer.

COMMUNITY RENEWAL BRANCH
ONTARIO NEIGHBOURHOOD IMPROVEMENT PROGRAM

MUN AFF 8

777 Bay St., 13th Flr.
Toronto M5G 2E5
416-585-6265

Under the **Ontario Neighbourhood Improvement Program (ONIP)** the Ontario government assists **municipalities** with the improvement of municipal utilities and community facilities. **Grants** are for the provision of, or improvements to, **sewer** and **water** works, sidewalks, street lighting, **parks** and other types of social and **recreation** facilities.

COMMUNITY RENEWAL BRANCH
COMMERCIAL AREA IMPROVEMENT PROGRAM

MUN AFF 9

777 Bay St., 13th Flr.
Toronto M5G 2E5
416-585-6265

The **Commercial Area Improvement Program (CAIP)** is designed to encourage and support the maintenance and improvement of downtown and other older existing commercial districts by **municipalities** and business groups. The province provides financial assistance to **municipalities** in the form of **loans** and **grants** to help communities improve and beautify municipally owned lands and buildings.

RESEARCH AND SPECIAL PROJECTS BRANCH

MUN AFF 10

777 Bay St., 13th Flr.
Toronto M5G 2E5
416-585-6244

This branch provides technical advice on **community planning** to the ministry, and publishes studies and handbooks on community planning issues for use by **municipalities**, consultants, government agencies and the development industry. The work of the branch consists of a wide variety of projects of varying sizes and scales dealing with community design, **environmental** impact, economic and social conditions, site analysis, engineering

and **transportation** considerations, regional planning and development, and **subdivision** planning.

OFFICE OF LOCAL PLANNING POLICY

MUN AFF 1

777 Bay St., 13th Flr.

Toronto M5G 2E5

416-585-6225

The Office develops policy and legislation to apply at the local government level (**municipalities**) consistent with provincial objectives. Activities include review of planning statutes, formulation of advisory publications on **official plan** and **zoning** techniques as well as **land use planning** policies. It is responsible for preparing government policy statements under the Planning Act and related guidelines, which apply to planning decisions made at all levels of government in the province.

PLANS ADMINISTRATION BRANCHES

MUN AFF 12

777 Bay St., 14th Flr.

Toronto M5G 2E5

416-585-6014

The two Plans Administration Branches (Central and Southwest, North and East) review and approve **official plans**, official plan amendments, **subdivision** and **condominium** plans, **land severance** applications and **road** adjustment by-laws (except where the Minister has assigned or delegated his approval power); prepare and administer Minister's **zoning** orders and approve part-lot control by-laws, **title** validations **deeming by-laws**. The branches also comment to the Ontario Municipal Board on **municipal zoning** by-laws and monitor the Minister's authority delegated to municipalities and planning boards in unorganized territories.

Since August 1985, the Plans Administration Branch, Central and Southwest, assumed administration of the Niagara Escarpment Planning and Development Act and responsibility for the overall coordination of the **Niagara Escarpment Plan** implementation. The branch continues to process **Niagara Escarpment Development Control Appeals**.

The Central and Southwest Branch is also responsible for the Parkway Belt West Plan which designates a multipurpose utility corridor, urban separator and linked open-space system from Hamilton to Markham. The branch administers and coordinates the implementation of the Parkway Belt West Plan and approves amendments to the **Parkway Belt** Land Use Regulations. A comprehensive review of the Plan has been initiated, as required by the legislation.

ASSISTANT DEPUTY MINISTER - MUNICIPAL AFFAIRS

LOCAL GOVERNMENT ORGANIZATION BRANCH

MUN AFF 13

777 Bay St., 11th Flr.

Toronto M5G 2E5

416-585-7260

The Local Government Organization Branch develops policy options, relating to the powers and authority, organization and electoral arrangements of municipalities. It also

advises the Minister and the Government of Ontario on provincial policies in the same sphere.

MUNICIPAL FINANCE BRANCH

MUN AFF 14

777 Bay St., 13th Flr.
Toronto M5G 2E5
416-585-6318

The Municipal Finance Branch: studies and recommends changes in **municipal** finance and transfer payments policy, including unconditional **grants**; carries out **research** on developments in financial performance of Ontario's local governments; publishes an annual report on Ontario local government finance; studies and proposes amendments to legislation concerning municipal finance.

PROVINCIAL MUNICIPAL AFFAIRS

MUN AFF 15

SECRETARIAT

777 Bay St., 13th Flr.
Toronto M5G 2E5
416-585-6284

The Provincial Municipal Affairs Secretariat (PMAS) assesses and provides advice on **provincial-municipal** relations and programs. PMAS provides a liaison function between the **Association of Municipalities of Ontario (AMO)**, its member sections and affiliates and the Province of Ontario. PMAS supplies support services for provincial-municipal consultation and acts as a central registry for municipal resolutions. It publishes the **Municipal Directory** annually, detailing lists of counties, districts, cities, towns and townships in Ontario, with names and addresses of key officials, **population** figures, etc., and **Background**, a weekly newsletter outlining legislation, publications and provincial projects of interest to **municipalities**. PMAS maintains contact with the **Federation of Canadian Municipalities (FCM)** and municipal affairs ministries in the other provinces. In conjunction with AMO, it sponsors seminar programs for newly elected councillors on special topics of interest.

SUBSIDIES BRANCH

MUN AFF 16

777 Bay St., 12th Flr.
Toronto M5G 2E5
416-585-6012

The Subsidies Branch administers provincial and **federal-provincial subsidy** programs under which **grants** and **loans** are made to **municipalities**, private sector employers and individuals.

Subsidies to municipalities include **financial assistance** for declared **disasters**; payment of **tax** or grants-in-lieu of business tax and real property tax on provincially owned **properties**; for hiring of **energy** auditors under the **Municipal Energy Audit Program**, and for hiring **students**, e.g., **Involvement in Municipal Administration (IMA)**, **Ontario Municipal Training Program** (585-6198); for hiring **affirmative action coordinators**; unconditional resource equalization, support and per capita **grants** for **tax** relief for property owners.

Subsidies for property taxation relief to owners of productive **farm** land are available under the **Farm Tax Reduction Program** (585-6565) and managed **forests** (585-6159); and

loans are available to owners of **shoreline** property to repair or prevent damage from **erosion** or storms.

The branch also publishes the booklet, 'Provincial Financial Assistance to Municipalities Boards and Commissions' which can be obtained from the Ontario Government Bookstore, 880 Bay St., Toronto, (see MGS 30).

Information on these programs can also be obtained from this Ministry's field services offices (see list under Field Services Branch, MUN AFF 20).

MUNICIPAL OPERATIONS DIVISION

MUNICIPAL OPERATIONS DIVISION

MUN AFF 17

777 Bay St., 11th Flr.
Toronto M5G 2E5
416-585-7254

The Municipal Operations Division provides: financial management and reporting requirements for municipalities; a full range of advisory services to improve local government effectiveness; promotion of the operation of local government through a network of field offices; and assistance to municipalities in the resolution of boundary disputes.

MUNICIPAL BOUNDARIES BRANCH

MUN AFF 18

777 Bay St., 11th Flr.
Toronto M5G 2E5
416-585-7276

The Municipal Boundaries Branch assists **municipalities** in resolving boundary and boundary related disputes within the provisions of the **Municipal Boundaries Negotiation Act, 1981**.

MUNICIPAL MANAGEMENT POLICY BRANCH

MUN AFF 19

777 Bay St., 11th Flr.
Toronto M5G 2E5
416-585-7201

The Municipal Management Policy Branch offers a broad range of services to improve local government management effectiveness. It monitors financial management and reporting requirements for municipalities and administers the **MARS (Municipal Analysis and Retrieval System)** computer database. It also issues publications on legislative, financial, organizational, management and administrative matters, computers and computer applications.

FIELD SERVICES BRANCH

MUN AFF 20

777 Bay St., 11th Flr.
Toronto M5G 2E5
416-585-7251

The Field Services Branch operates a network of field services offices in Ontario to advise and assist municipalities, the public, other government ministries and agencies on all aspects of local government. It coordinates Ministry relationships with **municipalities** and identifies and initiates action in cases of municipal difficulty. Advice is provided: through review of municipal financial statements; dissemination of information on existing programs; and, as requested. Contact field services offices listed below.

150 Main St.
Cambridge N1R 6P9
 519-622-1500
 (Oxford, Brant, Waterloo
 Haldimand-Norfolk,
 Hamilton-Wentworth
 Niagara, Halton, Peel)

147 Wyndham St. N.
Guelph N1H 4E9
 519-836-2531
 (Bruce, Grey, Wellington)

1055 Princess St.
Kingston K7L 5T3
 513-547-2203
 (Prince Edward, Hastings,
 Lennox & Addington, Frontenac,
 Leeds & Grenville)

95 Richmond St.
London N6A 5A9
 519-438-7255
 (Huron, Perth, Middlesex,
 Elgin, Kent, Lambton, Essex)

47 Sherbrooke St.
North Bay P1B 2C1
 505-476-4300
 (Parry Sound, Nipissing,
 Timiskaming)

15B Matchedash St. N.
Orillia L3V 4T4
 705-325-6144
 (Simcoe, Haliburton, York,
 Muskoka, Dufferin)

74 Simcoe St. S.
Oshawa L1H 4G6
 416-571-1515
 (Northumberland, Victoria,
 Peterborough,
 Durham, Metro Toronto)

244 Rideau St.
Ottawa K1N 5Y3
 613-566-3711
 (Renfrew, Lanark, Prescott &
 Russell, Stormont, Dundas &
 Glengarry, Regional Mun. of Ottawa-
 Carleton)

430 Notre Dame Ave., 2nd Flr.
Sudbury P3C 5K7
 705-675-4343
 (Cochrane, Algoma, Manitoulin,
 Regional Mun. of Sudbury)

435 James St. S.
 P.O. Box 5000
Thunder Bay P7C 5G6
 807-475-1621
 (Thunder Bay, Kenora, Rainy River)

ACTS

ACTS

MUN AFF 21

The following is a list of Acts administered by the Ministry of Municipal Affairs. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal branch or information/communications branch.

Barrie-Innisfil Annexation Act, 1981
 Barrie-Vespra Annexation Act, 1984
 Brantford-Brant Annexation Act, 1980
 City of Cornwall Annexation Act, 1974
 City of Gloucester Act, 1980
 City of Hamilton Act, 1975
 City of Hazeldean-March Act, 1978
 City of Nepean Act, 1978
 City of Ottawa Road Closing & Conveyance Validation Act, 1981
 City of Port Colborne Act, 1974

City of Sudbury Hydro-Electric Service Act, 1980
 City of Thorold Act, 1975
 City of Thunder Bay Act, 1968-69
 City of Timmins-Porcupine Act, 1972
 County of Haliburton Act, 1982
 County of Oxford Act
 District Municipality of Muskoka Act
 District of Parry Sound Local Government Act, 1979
 International Bridges Municipal Payments Act, 1981
 Line Fences Act
 Local Improvement Act
 Ministry of Municipal Affairs and Housing Act, 1981
 Moosonee Development Area Board Act
 Municipal Act
 Municipal Affairs Act
 Municipal Arbitrations Act
 Municipal Boundary Negotiations Act, 1981
 Municipal Conflict of Interest Act, 1983
 Municipal Corporations Quieting Orders Act
 Municipal Elderly Residents Assistance Act
 Municipal Elections Act
 Municipal Franchises Act
 Municipal Interest and Discount Rates Act, 1982
 Municipal Payments in Lieu of Taxes Statute Law Amendment Act, 1984
 Municipal Subsidies Adjustment Repeal Act, 1976
 Municipal Tax Assistance Act
 Municipal Tax Sales Act, 1984
 Municipal Unemployment Relief Act
 Municipal Works Assistance Act
 Municipality of Metropolitan Toronto Act
 Municipality of Shuniah Act, 1936
 Niagara Escarpment Planning and Development Act
 Ontario Planning and Development Act
 Ontario Unconditional Grants Act
 Ottawa-Carleton Amalgamations and Elections Act, 1973
 Parkway Belt Planning and Development Act
 Planning Act, 1983
 Planning Statute Law Amendment Act, 1983
 Police Village of St. George Act, 1980
 Public Parks Act
 Public Utilities Act
 Public Utilities Corporations Act
 Regional Municipality of Durham Act
 Regional Municipality of Haldimand-Norfolk Act
 Regional Municipality of Halton Act
 Regional Municipality of Hamilton-Wentworth Act
 Regional Municipality of Niagara Act
 Regional Municipality of Ottawa-Carleton Act
 Regional Municipality of Ottawa-Carleton Land Acquisition Act, 1980
 Regional Municipality of Peel Act

Regional Municipality of Sudbury Act
Regional Municipality of Waterloo Act
Regional Municipality of York Act
Road Access Act
Shoreline Property Assistance Act
Snow Roads and Fences Act
Statute Labour Act
Tax Sales Confirmation Act, 1974
Territorial Division Act
Tom Longboat Act, 1980
Toronto District Heating Corporation Act, 1980
Town of Wasaga Beach Act, 1973
Township of North Plantagenet Act, 1976
Wharfs and Harbours Act

MINISTRY OF NATURAL RESOURCES

99 Wellesley St. W.

Whitney Block,

Queen's Park, Toronto M7A 1W3

The Ministry of Natural Resources originated in 1972 with the amalgamation of the former Departments of Lands and Forests, and Mines and Northern Affairs. In 1985, certain of the mining-related responsibilities were transferred back to the reconstituted Ministry of Northern Development and Mines.

The goals of the Ministry of Natural Resources are three-fold: resource development, resource conservation and the protection of public safety and resources from natural hazards. The Ministry's programs are concerned with the wise management of Ontario's physical resources for economic and social benefit. This includes Crown lands, waters, forests, parks, fish, wildlife, fuel and industrial minerals.

DEPUTY MINISTER'S OFFICE

POLICY AND PLANNING SECRETARIAT

MNR 1

99 Wellesley St. W.,

Whitney Block, Rm. 6440

Queen's Park, Toronto M7A 1W3

416-965-8422

The Secretariat provides support to the Deputy Minister's office and the executive management team of the Ministry. It supports senior management through the development and coordination of policy, the maintenance of the policy system, the strategic planning process, the preparation of priority guidelines, and the assessment of policy proposals from within and outside the Ministry. It provides leadership for **land use planning** and integrated resource management planning through the development and maintenance of guidelines and processes and through coordinating land use planning at the Provincial level. The Secretariat coordinates preparation of **environmental assessments** for the Ministry, subject to the **Environmental Assessment Act**, and the input to and review of plans of **municipalities** and other agencies relative to this Ministry's plans and programs. It ensures liaison with Cabinet Office and Cabinet Committees.

ADMINISTRATION DIVISION

COMMUNICATIONS SERVICES BRANCH

MNR

99 Wellesley St. W.

Whitney Block, Rm. 5340

Queen's Park, Toronto M7A 1W3

General Inquiries: 416-965-1281

Parks Information: 416-965-3081

The Communications Services Branch informs the public, client groups and the media about the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. The branch provides communication support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, and producing and distributing publications, news releases and audio-visual materials. **Landmarks**, a subscription magazine, is published quarterly for those interested in Ontario's natural resources and their management. **Travel** counselling

is also provided to the public on Provincial Parks, hunting, fishing and outdoor recreation opportunities.

COMMUNICATIONS SERVICES BRANCH

MNR 3

PUBLIC INFORMATION CENTRE

Whitney Block, Rm. 1640

Toronto M7A 1W3

16-965-2000

The Public Information Centre is a 'one stop' inquiry centre, for both the public and government staff. It provides information and publications on Ontario's **fish, wildlife, forestry, mineral resources, lands and waters**, and **provincial parks** and sells **hunting and fishing licences**, topographical and Ontario Basic **Mapping, aerial photos** and **Forest Resources Inventory maps**.

LEGAL SERVICES BRANCH

MNR 4

9 Wellesley St. W.

Whitney Block, Rm. 6420

Queen's Park, Toronto M7A 1W3

16-965-2748

Legal Services Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc.. The Legal Services Branch is responsible to the Attorney General's Office.

MANAGEMENT PLANNING AND ANALYSIS

MNR 5

9 Wellesley St. W.

Whitney Block, Rm. 6350

Queen's Park, Toronto M7A 1W3

16-965-4143

Management Planning and Analysis initiates studies of the Ministry's management process, recommending changes to management organization, systems, procedures and practices and coordinating the implementation of projects to enhance organizational and management effectiveness.

PERSONNEL BRANCH

MNR 6

9 Wellesley St. W.

Whitney Block, Rm. 4520

Queen's Park, Toronto M7A 1W3

16-965-2707

The Personnel Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. It establishes Ministry personnel policies, procedures and appropriate classification and compensation levels for ministry employees. It is responsible for staff recruitment, safety programs, Workers' compensation, employee counselling, investigation of employee grievances and all matters affecting working conditions and performance. It maintains the ministry's personnel, payroll and employee benefit records. The branch coordinates the ministry's **youth employment** program which involves the hiring of qualified 17 year old persons as **junior rangers** (965-1258). It also provides liaison between the Ministry and the Civil Service

Commission, Management Board of Cabinet and the Ontario Public Service Employees' Union (OPSEU). For personnel records call 965-3961; for seasonal employment inquiries call 965-1258. There are personnel officers in each of the Ministry's eight regional offices listed under this Ministry's Field Organization entries, MNR 34 or MNR 36.

ADMINISTRATIVE SERVICES BRANCH

MNR

99 Wellesley St. W.
Whitney Block, Rm. 5528
Queen's Park, Toronto M7A 1W3
416-965-2711

The Administrative Services Branch provides a number of support and analytical services to the Ministry on a wide range of administrative matters. It provides contracting and purchasing courses, analysis and input into various supply management issues and serves as the focal point in the Ministry for general purchasing and contracting expertise. The branch issues related policies, procedures and guidelines. Support services include a central supply warehouse, purchasing unit, copy centre, mail and telex services, record management, assets management and the maintenance of policy and procedures manual (e.g., Manual of Administration, Ministry directive manuals, etc.). It provides liaison with several ministries and agencies to coordinate common services such as telephone acquisition and design of facilities, purchase of motor vehicles and the purchase of commonly used supplies. It provides fleet management support and insurance, customer services and other special services and functions (e.g., arranging functions, booking airline tickets, etc.).

AFFIRMATIVE ACTION PROGRAM

MNR

99 Wellesley St. W.
Whitney Block, Rm. 6441
Queen's Park, Toronto M7A 1W3
416-965-5663

The Affirmative Action Program Coordinator plans, develops and coordinates the Affirmative Action Program to improve the status of the Ministry's female employees with the ultimate aim of ensuring equal opportunity for women.

FINANCE AND ADMINISTRATION GROUP

FINANCIAL RESOURCES BRANCH

MNR

99 Wellesley St. W.
Whitney Block, Rm. 4324
Queen's Park, Toronto M7A 1W3
416-965-2761

Financial Resources Branch is responsible for general accounting functions, including payroll and expense account services, accounts payable, and financial liaison with the Provincial Auditor and other government ministries and agencies. The branch is also responsible for appropriations and expenditure control, development of accounting and costing systems, financial and cost analyses and pre-audit controls and procedures. It examines non-tax revenue rates, budget allocations control and coordinates program planning and yearly reviews. It prepares reports for submission to Management Board, organizes and participates in program evaluations, assists with economic analysis of ministry programs and coordinates management information development and update.

It prepares claims under federal-provincial agreements; controls collateral securities and collects, records and reports on revenue from **timber** operations, sales and leases of **Crown land, mining, pits and quarries** and provincial **parks** operations, **fish** and **wildlife** licences and sundry other cash receipts. For fish and wildlife (**hunting**) licences sale, see this Ministry's Administrative Services Branch or contact Ministry regional or district offices (listed under this Ministry's Field Organization entries, MNR 34 or MNR 36).

INTERNAL AUDIT SERVICES BRANCH

MNR 10

99 Wellesley St. W.
Whitney Block, Rm. 4633
Queen's Park, Toronto M7A 1N3
416-965-4087

Internal Audit Services Branch is responsible for the Ministry's internal audit functions which include the review and appraisal of the Ministry financial and management control systems.

SYSTEMS SERVICES BRANCH

MNR 11

99 Wellesley St. W.
Whitney Block, Rm. 6540
Queen's Park, Toronto M7A 1W3
416-965-5671

The Systems Services Branch coordinates the planning, development, maintenance and operation of ministry computer information systems. It ensures effective delivery of information services to users; develops strategy, policies and procedures for systems related issues; provides computer and data entry services. The branch manages the Ministry's centralized processing facility and the operation of the distributed terminal and communications network.

FOREST RESOURCES GROUP

ONTARIO TREE IMPROVEMENT AND FOREST BIOMASS INSTITUTE

MNR 12

Maple L0J 1E0
416-832-2761

The **Ontario Tree Improvement and Forest Biomass Institute (OTIFBI)** and the four research stations listed below conduct **research** aimed at improving the management and the trees of Ontario's **forests**. The tree improvement emphasis is on faster growing **trees** with improved wood characteristics of such commercial genera as poplar, pine and spruce. Forest management research is concerned with the treatment of the forest ecosystem and the production of trees to replenish the forests.

OTIFBI
Box 190
Dorset P0A 1E0
705-766-2671

OTIFBI
P. O. Box 490
Sault Ste. Marie P6A 5M7
705-949-9461

OTIFBI
Midhurst L0L 1X0
705-737-5510

OTIFIBI

P. O. Box 2960

Thunder Bay P7B 5G5

807-767-1607

FOREST RESOURCES BRANCH

MNR 13

99 Wellesley St. W.

Whitney Block, Rm. 3645

Queen's Park, Toronto M7A 1W3

416-965-2785

The branch develops policy, sets field program targets, provides specialized services to the field staff, audits field staff performance and develops standards for **forest** practice in Ontario. The branch also develops **silvicultural** guidelines, conducts **research** and development projects, coordinates the **tree seed program**, the distribution of **nursery** stock for **Crown** and private **lands** and administers grants mentioned below.

The branch provides specialized services to district offices for **pest** control, nursery **soil** management, municipal **tree** cutting by-laws, assessment of silvicultural work, equipment development, **Woodlands Improvement Act** agreements and special funding programs.

The branch works with other branches in the Ministry and with other ministries to develop multiple use management policies aimed at providing a contribution to the economy by the **forest** based industries, consistent with sound environmental practices and with providing for other uses of the forest.

In carrying out branch policy, field offices manage Crown forests to ensure regeneration, improve quality and growth and to protect them from **fire**, **insects** and **disease**. They advise private landowners on **tree** planting, tending **woodlots** and marketing **timber** and provide them with direct forestry assistance under the Woodlands Improvement Act. They provide **grants** to municipalities for **land** acquisition, the lands to be managed by the Ministry. Field offices hold field days for the public on growing trees, **maple syrup** production and forest management. Through a cooperative arrangement with the Ministry of Intergovernmental Affairs, annual **grants** are made to private forest owners to reduce **property tax** on their managed forests.

The delivery of Forest Resources programs is the responsibility of the district offices and any inquiries should be directed to the nearest district office, listed under this Ministry's Field Organization entries, MNR 34 or MNR 36.

CHIEF FOREST ECONOMIST

MNR 14

99 Wellesley St. W.

Whitney Block, Rm. 3627

Queen's Park, Toronto M7A 1W3

416-965-2785

The Chief Forest Economist develops **forest** policy directions. He advises on financial and economic implications of current and proposed policy matters and ensures the consideration of socio-economic and financial matters in forest management practices.

TIMBER SALES BRANCH

MNR 15

99 Wellesley St. W.
 Whitney Block, Rm. 3612
 Queen's Park, Toronto M7A 1W3
 416-965-3948

Timber Sales Branch is responsible for the management of Ontario's **Crown land forests** and the disposition of its **Crown timber** resource. Activities include forest resources inventory (965-6914); forest management planning (965-7631); **forest industry** development (965-5760); Crown timber allocation and licensing (965-2731), i.e., **licences** to cut Crown timber and **licences** to forest industry mills; the measurement or scaling of timber cut from Crown lands, i.e., **Scaler's Licences** (965-0378). For information contact the telephone numbers listed or any regional or district office listed under this Ministry's Field Organization entries, MNR 34 or MNR 36.

LANDS AND WATERS GROUP**CONSERVATION AUTHORITIES AND WATER MANAGEMENT BRANCH**

MNR 16

99 Wellesley St. W.
 Whitney Block, Rm. 5628
 Queen's Park, Toronto M7A 1W3
 416-965-6283

The branch encourages the **conservation**, development and utilization of **water** and related **land** resources by providing policy, procedural guidelines, funding, management and planning direction to 39 Conservation Authorities.

The Conservation Authorities are autonomous, corporate bodies established under the **Conservation Authorities Act** to further the conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals.

Through the branch, **grants** are provided to Conservation Authorities to support resource management projects, e.g., **watershed** planning, **flood** control works such as **dams** and other non-structural types, **erosion** control projects and conservation and **recreation** land management (**reforestation**, **woodlot**, **fish** and **wildlife** management).

The branch also administers the **Lakes and Rivers Improvement Act** which regulates construction and operation of dams and diversions. In addition, special engineering, water management, **shoreline management** and **hydrologic research** studies to control **flood** and **erosion** are carried out. The branch also operates a **library**. Response to **flood emergencies** is a joint effort by a number of entities including the municipality concerned, the conservation authorities, the Ministry of Natural Resources' district offices and the police. To report an **emergency** arising from **floods**, telephone the municipality in which flooding occurs. In areas outside municipalities, call the nearest district office of the Ministry of Natural Resources. For their telephone numbers reference should be made to the blue pages of the area telephone directories.

The branch deals with the Conservation Authorities (CAs) through six Ministry of Natural Resources regional offices. These offices and the Authorities for which they are responsible, follow:

CENTRAL REGION

Regional Office
10670 Yonge St.
Richmond Hill L4C 3C9
416-884-9203

Niagara Penninsula CA
Centre St.
Allanburg L0S 1A0
416-227-1013

Hamilton Region CA
Box 7099, 838 Mineral Springs Rd.
Ancaster L9G 3L3
416-525-2181

Nottawasaga Valley CA
R. R. 1
Angus L0M 1B0
705-424-1479

Grand River CA
Box 729, 400 Clyde Rd.
Cambridge N1R 5W6
519-621-2761

Kawartha Region CA
Box 819
Fenelon Falls K0M 1N0
705-887-3112

Credit Valley CA
Meadowvale L0J 1K0
416-451-1615

Halton Region CA
310 Main St.
Milton L9T 1P4
416-878-4131

South Lake Simcoe CA
Box 282, 120 Bayview Ave.
Newmarket L3Y 4X1
416-895-1281

Metropolitan Toronto & Region CA
5 Shoreham Dr.
North York M3N 1S4
416-661-6600

Otonabee Region CA
727 Lansdowne St. W.
Peterborough K9J 1Z2
705-745-5791

Ganaraska Region CA
Box 328, 56 Queen St.
Port Hope L1A 3W4
416-885-8173

Central Lake Ontario CA
100 Whiting Ave.
Oshawa L1H 3T3
416-579-0411

EASTERN REGION

Regional Office
Government Bldg.
Van Buren St.
Kemptville K0G 1J0
613-258-3413

Moirs River CA
Box 698
Belleville K8P 3C3
613-968-3434

South Nation River CA
Box 69
Berwick K0C 1G0
613-984-2400

Mississippi Valley CA
Box 268
Lanark K0S 1K0
613-259-2421

Cataragui Region CA
R. R. 1
Glenburnie K0H 1S0
613-546-4228

Rideau Valley CA
Box 599, Mill St.
Manotick K0A 2N0
613-692-3571

Crowe Valley CA
Box 416
Marmora K0K 2M0
613-472-3137

Raisin Region CA
Box 10
Martintown K0C 1S0
613-528-4584

Napanee Region CA
25 Ontario St. W.
Napanee K7R 3S6
613-354-3312

Prince Edward Region CA
Box 310
Picton K0K 2T0
613-476-7408

Lower Trent Region CA
441 Front St.
Trenton K8V 6C1
613-394-4829

NORTH CENTRAL REGION

Regional Office
435 James St. S.
Box 5000
Thunder Bay 'F' P7C 5G6
807-475-1261

Lakehead Region CA
Box 3476
1136 Oliver Rd.
Thunder Bay P7B 5J9
807-344-5857/8/9/50

NORTHEASTERN REGION

Regional Office
Ontario Government Bldgs.
199 Larch St.
Sudbury P3E 5P9
705-675-4104

North Bay - Mattawa CA
Box 1215
North Bay P1B 8K4
705-474-5420

Sault Ste. Marie Region CA
99 Foster Dr., Civic Centre
Sault Ste. Marie P6A 5X6
705-759-5342

Nickel District CA
200 Brady St.
Sudbury P3E 5K3
705-674-5249

NORTHERN REGION

Mattagami Region CA
133 Cedar St. S.
Timmins P4N 2G9
705-264-5309

Regional Sub-Office
60 Wilson Ave.
Timmins P4N 2S7
705-267-1401

SOUTHWESTERN REGION

Regional Office
Box 5463, 659 Exeter Rd.
London N6A 4L6
519-681-5350

Catfish Creek CA
R. R. 5
Aylmer N5H 2R4
519-773-9605

Lower Thames Valley CA
100 Thames St.
Chatham N7L 2Y8
519-354-7310

Essex Region CA
360 Fairview Ave. W.
Essex N8M 1Y6
519-776-5209

Ausable Bayfield CA
Box 459
Exeter N0M 1S0
519-235-2610

Saugeen Valley CA
R. R. 1
Hanover N4N 3B8
519-364-1255

Upper Thames River CA
Box 6278, Station 'D'
London N5V 5S1
519-451-2800

Grey Sauble CA
Box 759
Owen Sound N4K 5W9
519-376-3076

Kettle Creek CA
R. R. 8
St. Thomas N5P 3T3
519-631-1270

Long Point Region CA
Box 525
Simcoe N3Y 4N5
519-426-4623

St. Clair Region CA
205 Mill Pond Cres.
Strathroy N7G 3P9
519-245-3710

Maitland Valley CA
Box 5
Wroxeter N0G 2X0
519-335-3557 (Gorrie)

LAND MANAGEMENT BRANCH
RESOURCE ACCESS SECTION
99 Wellesley St. W.
Whitney Block, Rm. 6646
Queen's Park, Toronto M7A 1W3
416-965-5735

MNR 17

The Ministry's Resource Access activity involves the construction and maintenance of access **roads** and **bridges** to facilitate the management and utilization of the Province's natural resources on **Crown lands**. The section is responsible for delivery of the resource access component of various programs such as Canada Ontario Forest Resource Development Agreement (COFRDA) and Northern Ontario Resources Transportation Committee (NORTC). The statute which pertains most to resource access is the **Public Lands Act** (Part II). For information about a specific road, contact the regional and district offices listed under the Ministry's Field Organization entries, MNR 34 or MNR 36.

LAND MANAGEMENT BRANCH
MINING LANDS SECTION
99 Wellesley St. W.
Whitney Block, Rm. 6602
Queen's Park, Toronto M7A 1W3
416-965-1380

MNR 18

Mining Lands Section develops methods and standards for management and protection of Crown lands used for **mining** purposes; e.g., claim staking, **Exploratory Licences of Occupation**, permits for **sand** and **gravel** removals, assessment work, leases, etc.. The majority of the administrative functions performed by the section are done on behalf of the Ministry of Northern Development and Mines which is responsible for the Mining Act.

The Province is divided into 9 mining divisions and 47 districts which are involved with mining lands' related functions. The districts are under the direction of the Ministry's 8

regional directors. Each of the 9 mining divisions has a Mining Recorder. The Mining Recorders, who are part of the Ministry of Northern Development and Mines, are responsible for the administration of the **Mining Act**; e.g., staking and recording of mining claims and performance of assessment work. The district managers are responsible for the issue of **quarry** permits under the Mining Act for the removal of sand and gravel. They also accept, investigate application for and issue **licences** to remove sand from beaches, shores and land under water under the Beach Protection Act.

The Mining Recorders are located at the mining division offices listed below. For the 47 district offices and 8 regions, see this Ministry's Field Organization entries, MNR 34 or MNR 36.

808 Robertson St.
Box 5080
Kenora P9N 3X9
807-468-9841
(Kenora Mining Division)

Court House
P. O. Box 309
Sioux Lookout P0V 2T0
807-737-1140 Ext. 72-73
(Patricia Mining Division)

4 Government Rd. E.
Kirkland Lake P2N 1A2
705-567-9242
(Larder Lake Mining Division)

199 Larch St.
Sudbury P3E 5P9
705-675-4125
(Sudbury Mining Division)

Ontario Government Building
P. O. Box 5003
Red Lake P0V 2M0
807-727-2253 Ext. 220-221
(Red Lake Mining Division)

435 James St. S.
P. O. Box 5000
Thunder Bay P7C 5G6
807-475-1311
(Thunder Bay Mining Division)

875 Queen St. E.
Box 669
Sault Ste. Marie P6A 2Y4
705-949-1231
(Sault Ste. Marie Mining Division)

60 Wilson Ave.
Timmins P4N 2S7
705-267-1401
(Porcupine Mining Division)

Whitney Block, Rm. 2548
99 Wellesley St. W.
Queen's Park, Toronto M7A 1W3
416-965-1322
(Eastern Ontario Mining Division)

LAND MANAGEMENT BRANCH PUBLIC LANDS SECTION

MNR 19

99 Wellesley St. W.
Whitney Block, Rm. 6603
Queen's Park, Toronto M7A 1W3
416-965-2743

The Public Lands Section administers the **Public Lands Act** which is the statutory authority for managing and disposing of rights in **Crown** (public) lands and the **Beds of Navigable Waters Act**.

Public land management is the custodianship and protection of the 84 per cent of Ontario

that is Crown land outside of provincial parks. It involves controls on land uses and users, (e.g., use as **cottage lots**; **shoreline** use such as installation of **docks** and **boathouses**; commercial, residential and **agricultural** use); protecting land from adverse claims, littering and abuse; and, in **unorganized territories**, providing public garbage disposal facilities and controlling development on private **lands**.

Public land disposition is the granting of rights in Crown land to individuals or corporations for purposes such as cottaging, farming or for commercial or industrial uses, e.g., **water** power. These dispositions are based upon market value as determined by **appraisal**. Crown land needs of other ministries and governments are met through transfer of administration and control of the required sites.

A planning process precedes disposition of Crown lands; for example, **lake** planning is done before **cottage** lots are selected and developed. Public land may be granted for short terms (by various types of leasehold) or permanently (by freehold grant).

When the Ministry requires private land, such lands may be purchased under the **Land Acquisition Program**. This program ensures the orderly purchase of **lands** required for various Ministry functions. It provides assistance in setting acquisition priorities, oversees and approves each purchase and maintains a computerized statistical control and data bank of all acquisition proposals. It also provides technical real estate related assistance, analysis and studies for the various branches and levels of the Ministry, as well as other related outside (public and private) agencies.

The section gives direction to the 8 regions and 47 districts which comprise the Ministry's field organization and also provides advice to the Minister and senior management on land-related matters.

LAND MANAGEMENT BRANCH

MNR 2

TITLES SECTION

99 Wellesley St. W.

Whitney Block, Rm. 6645

Queen's Park, Toronto M7A 1W3

416-965-1319

The **Titles** Section issues Crown leases, **land patents** (Crown patents) and **licences** of occupation. It can give information (from the **Domesday Book**) on land that was formerly **Crown land**. It maintains acreage **tax** rolls and carries out forfeiture process for patented **mining** lands. All of this data is available at the main office. The branch places **liens** in conjunction with inactive mine hazards. For information contact the regional and district offices listed under this Ministry's Field Organization entries, MNR 34 or MNR 36.

OFFICE OF INDIAN RESOURCE POLICY

MNR 2

99 Wellesley St. W.

Whitney Block, Rm. 6527

Queen's Park, Toronto M7A 1W3

416-965-6045

The office researches and responds to specific Indian land claims and other related natural resource issues in Ontario. It keeps the Ministry aware of the possible extent of future **land** claims; develops Ministry positions and prepares recommendations to Cabinet and does **research** in consultation with other ministries, the federal government, **Indian Bands** and **Native peoples** associations. On the direction of Cabinet, the office negotiates

ates the settlement of valid land claims in Ontario with the Indian people involved. It coordinates and/or initiates Ministry policy development that has a significant impact on Native peoples (i.e., wild rice, **hunting and fishing treaty rights, aboriginal rights, Crown land allocation**, etc.).

SURVEYS AND MAPPING BRANCH

MNR 22

99 Wellesley St. W.
Whitney Block, Rm. 3448
Queen's Park, Toronto M7A 1W3
416-965-6225

The Surveys and Mapping Branch provides topographic and cadastral descriptions of Ontario's land base. It furnishes cartographic, drafting and legal survey services to the Ministry; geographical referencing, geographic nomenclature (place names), remote sensing and topographic mapping services to the government. Branch programs are described individually under the Surveys and Mapping Branch entries that follow. Maps are distributed by the Ministry's Public Information Centre, Communications Services Branch, 965-6511; district offices, listed under this Ministry's Field Organization entries, MNR 34 or MNR 36, can provide information.

SURVEYS AND MAPPING BRANCH

MNR 23

SURVEYOR GENERAL

99 Wellesley St. W.
Whitney Block, 3rd Flr.
Queen's Park, Toronto M7A 1W3
416-965-2714

The office of the Surveyor General provides for the administration of the **Surveys Act** and **Surveyors Act** and regulations and for the management of surveying services and **geographical referencing** services, coordinates policy, priorities and development of programs in horizontal and vertical control, legal survey activities and land-related information systems development.

Geographical Referencing Services (965-4538) undertakes research and development of geographical concepts and standards, prototype development of digital municipal and resource information systems and a provincial **digital topographic data base**; collects and correlates horizontal control survey network data for input to the provincial horizontal control data banks (**COSINE**) collects, stores and distributes vertical control survey data; maintains the multi-purpose control survey adjustment and analysis program (**MANOR**); installs precise calibration base lines; publishes specifications and guidelines for horizontal and vertical control **surveys**.

Survey Services (965-2714) examines plans of survey of **Crown Land** and mining land for alienation by lease, licence or letters patent; prepares descriptions for patent, lease, licence, Order in Council and regulations; maintains custody of plans and field notes of original Crown **surveys** (a **library** at Rm. 3422, Whitney Block, Queen's Park, is open to the public) and provides expertise on their interpretation; prepares instructions to surveyors to make municipal and Crown resurveys under the Surveys Act and arranges public hearings for confirmation of the survey; maintains provincial boundaries. The branch administers agreements for the performance of coordinate control surveys and undertakes legal **surveys** for the Ministry. Under the Surveys Act, **financial assistance** of 25 per cent or a maximum \$10,000 per survey in any one year is provided to **municipalities** undertak-

ing a municipal survey, 50 per cent or a maximum \$20,000 in any one year to municipalities undertaking coordinate control surveys.

SURVEYS AND MAPPING BRANCH

MNR 2

MAPPING SERVICES

99 Wellesley St. W.

Whitney Block, Rm. 2545

Queen's Park, Toronto M7A 1W3

416-965-4941

Surveys and Mapping Branch, Mapping Services, provides information and liaison on Government **mapping** programs and services. It coordinates policy and priorities for ministry wide cartographic and drafting services and government wide Ontario Basic Mapping programs. It also furnishes government wide geographic nomenclature (place **names**) services.

The Basic Mapping Section (965-1208) operates the government wide Ontario Basic Mapping program designed to provide a common base for **geographical referenced** topographic information. It handles contracts with industry for area topographic mapping and with municipalities for urban topographic mapping.

The Cartography Section (965-4743) prepares the ministry's coloured thematic **maps** including territorial, **parks, hunting and fishing** maps, coloured brochures and graphics. Ontario's **electoral district** maps and **geological** maps for the Ontario Geological Survey.

The Drafting Section (965-7108) prepares the ministry's **land** status index plans (G plans, i.e., **township** or area plans, showing **mining** rights, staking claims) and furnishes drafting services to the ministry's groups and branches.

The Nomenclature Section (965-6515) maintains the official record of **geographical names** of features such as natural lakes, rivers, islands and unincorporated populated places in Ontario and provides administrative support to the **Ontario Geographic Names Board**. It conducts toponymic **surveys** throughout Ontario and furnishes nomenclature information to government agencies and the public.

The Ontario Geographic Names Board (416-755-1141) advises the Minister of Natural Resources on official **names** that should be applied to **geographical** features and unincorporated populated places in Ontario.

SURVEYS AND MAPPING BRANCH

MNR 25

REMOTE SENSING

880 Bay St., 3rd Flr.

Toronto M5S 1Z8

416-965-8411

The **Ontario Centre for Remote Sensing (OCRS)** conducts applied **research** projects and thematic mapping programs related to such fields as forestry, geology and land use planning, through the analysis of airborne and spaceborne **remote sensing data** (e.g., aerial **photography**, thermography and radar data and satellite multispectral imagery). The centre maintains a collection of **LANDSAT satellite imagery** for Ontario and a literature **library**, both of which may be used by the public, at OCRS headquarters. Under a comprehensive technology transfer program, the centre offers information on remote sensing and consultation on **remote sensing** research or application projects to government organizations, private companies and universities/colleges. The centre also subcontracts to

Ontario companies to conduct remote sensing application projects in Canada and abroad. Remote sensing training courses are given to provide 'hands-on' experience in the use of a range of remote sensing data. Guest lecturers and other forms of assistance in the teaching of remote sensing are provided to universities.

OUTDOOR RECREATION GROUP

LAW ENFORCEMENT OFFICE

MNR 26

99 Wellesley St. W.
Whitney Block, Rm. 2342
Queen's Park, Toronto M7A 1W3
416-965-5661

Located in the Executive Coordinator's office of the Outdoor Recreation Group, the Law Enforcement Office provides assistance and advice to field offices on various law enforcement matters. It is responsible for the development and coordination of all law enforcement training courses and controls all special investigations.

NATURAL RESOURCES LIBRARY

MNR 27

99 Wellesley St. W.
Whitney Block, 4th Flr.
Queen's Park, Toronto M7A 1W3
416-965-6319

The Natural Resources **Library** at Queen's Park and the **Research Library** in Maple (416-832-2761) are part of the Outdoor Recreation Group. They serve Ministry staff, other libraries and members of the public working on special projects concerning those resources for which material is not available elsewhere. The public may use material for reference only and by appointment. The library operates the Ministry **reading room** to provide public access to manuals and internal procedures used by the Ministry.

OFFICE OF RECREATIONAL BOATING

MNR 28

99 Wellesley St. W.
Whitney Block, Rm. 2364
Queen's Park, Toronto M7A 1W3
416-965-7885

The Office of Recreational Boating is part of the Outdoor Recreation Group. It acts as a source of **information** for the general public on all aspects of recreational boating from **safety** courses to boat **licensing** and regulations.

Through the **Boating Ontario Advisory Team (BOAT)**, an interministerial committee, it also assesses the need for recreational boating facilities and assists municipalities and the private sector in making submissions for provincial assistance. The Office also acts as liaison between the government and marina operators, boat and boat equipment manufacturers, boating organizations and organizations teaching boating safety.

FISHERIES BRANCH

MNR 29

99 Wellesley St. W.
Whitney Block, 2nd Flr.
Queen's Park, Toronto M7A 1W3
416-965-7883

Fisheries Branch coordinates **fisheries** regulations across the Province through preparation, interpretation and legislation. The main office provides support and guidance to regional and district offices by providing: expertise in biology, sociology, economics, computerized data, legislation and administration as it relates to fisheries management; special services such as program evaluation, priority setting and policy formulation; planning, programming and auditing provincial fish culture operations to meet the need for resource management and recreational fishing. It also assigns production targets and distribution schedules for provincial hatcheries and develops and implements the policy that affects fish habitat and its management.

Regional offices are responsible for coordinating and implementing ministry programs assigned to that region which are to be delivered through the Ministry field organization. The offices set regional priorities and allocate resources in accordance with approved policies and programs and provide support services and management information for the districts.

District offices are responsible for fisheries program delivery and the enforcement of legislation. They recommend changes in policies, programs or standards. The district offices provide information on hatcheries and sanctuaries, farm ponds, **permits** and special **licences**, **fishing** conditions and regulations, open seasons, fish identification and conservation. For a listing of regional and district offices, fish assessment units and fish culture centres, see this Ministry's Field Organization entries, MNR 34 or MNR 36. The Fisheries Research Stations are also listed there under Year Round Work Centres.

PROVINCIAL PARKS AND RECREATIONAL
AREAS BRANCH

MNR 30

99 Wellesley St. W.
Whitney Block, 3rd Flr.
Queen's Park, Toronto M7A 1W3
416-965-2745

Provincial Parks and Recreational Areas Branch manages provincial **parks**, **canoe** routes, **water** access points, trails, park **campgrounds** and **concessions**. It cooperates with the federal government and municipalities in planning parks and provides **financial assistance** to municipalities for park development. It coordinates provincial parks planning and development with other public and private **recreation** facilities. Provincial parks information and **films** can be obtained from the Ministry's regional and district offices or by writing to this branch. In Toronto call 965-3081 for parks information and 963-2992 for park vacancy reports in the summer. Residents outside a district office's toll-free calling area can consult the blue pages of their public telephone directory for the toll-free long distance telephone number.

Listed alphabetically below are provincial parks and the corresponding district offices and telephone numbers. See this Ministry's Field Organization entries, MNR 34 or MNR 36, for the full addresses of the regional and district offices.

Aaron
807-223-3341
(Dryden District)

Algonquin
705-633-5572
(Algonquin Park District)

Antoine
705-474-5550
(North Bay District)

Arrowhead
705-645-8747
(Bracebridge District)

Awenda
705-728-2900
(Huron District)

Balsam Lake
705-324-6121
(Lindsay District)

Bass Lake
705-728-2900
(Huron District)

Batchawana Bay
705-949-1231
(Sault Ste. Marie District)

Blue Lake
807-223-3341
(Dryden District)

Bon Echo
513-478-2330
(Tweed District)

Bonnechere
513-732-3661
(Pembroke District)

Bronte Creek
519-658-9356
(Cambridge District)

Caliper Lake
807-274-5337
(Fort Frances District)

Carillon
613-933-1774
(Cornwall District)

Carson Lake
613-732-3661
(Pembroke District)

Charleston Lake
613-342-8524
(Brockville District)

Chutes
705-869-1330
(Espanola District)

Craiglieth
519-376-3860
(Owen Sound District)

Cyprus Lake
519-376-3860
(Owen Sound District)

Darlington
705-324-6121
(Lindsay District)

Devil's Glen
705-728-2900
(Huron District)

Driftwood
705-637-2780
(Algonquin Park District)

Earl Rowe
705-728-2900
(Huron District)

East Sister Island
519-354-7340
(Chatham District)

Emily

705-324-6121

(Lindsay District)

Esker Lakes

705-642-3222

(Kirkland Lake District)

Fairbank

705-522-7823

(Sudbury District)

Fathom Five

519-376-3860

(Owen Sound District)

Ferris

613-354-2173

(Napane District)

Finlayson Point

705-569-3622

(Temagami District)

Fitzroy

613-257-5735

(Carleton Place)

Five Mile Lake

705-864-1710

(Chapleau District)

Frontenac Park

613-354-2173

(Napane District)

Fushimi Lake

705-362-4346

(Hearst District)

Gibson River Nature Reserve

705-728-2900

(Huron District)

Greenwater

705-272-4365

(Cochrane District)

Grundy Lake

705-746-4201

(Parry Sound District)

Halfway Lake

705-522-7823

(Sudbury District)

Holiday Beach

519-354-7340

(Chatham District)

Inverhuron

519-376-3860

(Owen Sound District)

Ipperwash

519-357-3131

(Wingham District)

Iroquois Beach

519-773-9241

(Aylmer District)

Ivanhoe

705-864-1710

(Chapleau District)

John E. Pearce

519-773-9241

(Aylmer District)

Kakabeka Falls

807-475-1531

(Thunder Bay District)

Kap-kig-iwan

705-642-3222

(Kirkland Lake District)

Kettle Lakes

705-267-7951

(Timmins District)

Killarney

705-522-7823

(Sudbury District)

Killbear
705-746-4201
(Parry Sound District)

Klotz Lake
807-854-1030
(Geraldton District)

Lake Nipigon
807-887-2120
(Nipigon District)

Lake of the Woods
807-274-5337
(Fort Frances District)

Lake on the Mountain
613-354-2173
(Napanee District)

Lake St. Peter
613-332-3940
(Bancroft District)

Lake Superior
705-856-2396
(Wawa District)

Lady Evelyn Smoothwater
705-569-3622
(Temagami District)

Long Point
519-426-7650
(Simcoe District)

MacGregor Point
519-376-3860
(Owen Sound District)

MacLeod
807-854-1030
(Geraldton District)

Mara
705-728-2900
(Huron District)

Mark S. Burnham
705-324-6121
(Lindsay District)

Marten River
705-474-5550
(North Bay District)

Matawatchan Nature Reserve
613-732-3661
(Pembroke District)

Mattawa River
705-474-5550
(North Bay District)

McRae Point
705-728-2900
(Huron District)

Middle Falls
807-475-1531
(Thunder Bay District)

Mikisew
705-645-5244
(Bracebridge District)

Missinaibi Lake
705-864-1710
(Chapleau District)

Mississagi
705-356-2234
(Blind River District)

Murphy's Point Park
613-257-5735
(Carleton Place)

Nagagamisis
705-362-4346
(Hearst District)

Ney's
807-825-3205
(Terrace Bay District)

North Beach
613-354-2173
(Napanee District)

Oastler Lake
705-746-4201
(Parry Sound District)

Obatanga
705-856-2396
(Wawa District)

Ojibway
807-737-1140
(Sioux Lookout District)

Ojibway Prairie Nature Reserve
519-354-7340
(Chatham District)

Quimet Canyon
807-475-1531
(Thunder Bay District)

Pakwash
807-727-2253
(Red Lake District)

Pancake Bay
705-949-1231
(Sault Ste. Marie District)

Peters Woods Nature Reserve
705-324-6121
(Lindsay District)

Petroglyphs
613-332-3940
(Bancroft District)

The Pinery
519-357-3131
(Wingham District)

Point Farms
519-357-3131
(Wingham District)

Polar Bear
705-336-2987
(Moosonee District)

Port Bruce
519-773-9241
(Aylmer District)

Presqu'ile
613-354-2173
(Napanee District)

Quetico
807-597-6971
(Atikokan District)

Rainbow Falls
807-825-3205
(Terrace Bay District)

Rene Brunelle
705-335-6191
(Kapuskasing District)

Restoule
705-474-5550
(North Bay District)

Rideau River
613-257-5735
(Carleton Place)

Rock Point
416-892-2656
(Niagara District)

Rondeau
519-354-7340
(Chatham District)

Rushing River
807-468-9841
(Kenora District)

Samuel de Champlain
705-474-5550
(North Bay District)

Sandbanks
613-354-2173
(Napanee District)

Sandbar Lake
807-934-2233
(Ignace District)

Sauble Falls
519-376-3860
(Owen Sound District)

Selkirk
519-426-7650
(Simcoe District)

Serpent Mounds
705-324-6121
(Lindsay District)

Sharbot Lake
613-478-2330
(Tweed District)

Sibbald Point
416-832-2761
(Maple District)

Sibley
807-475-1531
(Thunder Bay District)

Silent Lake
613-332-3940
(Bancroft District)

Silver Lake
613-257-5735
(Carleton Place)

Sioux Narrows
807-468-9841
(Kenora District)

Six Mile Lake
705-728-2900
(Huron District)

Springwater
705-728-2900
(Huron District)

Sturgeon Bay
705-746-4201
(Parry Sound District)

The Shoals
705-864-1710
(Chapleau District)

Tidewater
705-336-2987
(Moosonee District)

Trillium Woods Nature Reserve
519-773-9241
(Aylmer)

Turkey Point
519-426-7650
(Simcoe District)

Wakami Lake
705-864-1710
(Chapleau District)

Wasaga Beach
705-728-2900
(Huron District)

*Waubashene Beaches
Nature Reserve*
705-728-2900
(Huron District)

Wheatley
519-354-7340
(Chatham District)

White Lake
705-856-2396
(Wawa District)

Winisk Park
807-854-1030
(Geraldton District)

Windy Lake
705-522-7823
(Sudbury District)

PROVINCIAL PARKS COUNCIL
Mr. F. Gray, CD QC, Chairman
40 University Ave., Ste. 1114
Toronto M5J 1T1
416-977-0574

MNR 31

The Council advises the Minister of Natural Resources on policy, planning, development and management of Ontario provincial **parks** in relation to Ontario's changing **recreational** needs. The Chairman of the Council may be contacted at the above address. The Coordinator who handles Ministry of Natural Resources involvement with the Council is located at the Provincial Parks and Recreational Areas Branch, (MNR 30) at the following address:

Whitney Block, Rm. 3328
Queen's Park, Toronto M7A 1E9
416-965-2745

WILDLIFE BRANCH
99 Wellesley St. W.
Whitney Block, 2nd Flr.
Queen's Park, Toronto M7A 1W3
416-965-4252

MNR 32

In accordance with the Game and Fish Act and the Endangered Species Act, Wildlife Branch manages Ontario's **wildlife** resource programs including habitat; develops and recommends wildlife programs to manage wildlife, including **moose, deer, bear, upland game, waterfowl, furbearers**, non-game and **endangered species**, and all flora and fauna excluding fish. It measures hunter participation and harvest and develops **hunting** seasons. The Research Section at Maple conducts **research** on wildlife ecology, diseases and species and animal behaviour.

Wildlife Research
Ministry of Natural Resources
10401 Dufferin St.
Maple L0J 1E0
416-832-2761

The Program Development Section develops policy and management programs for wildlife species and coordinates wildlife management efforts provincially. Staff maintain liaison with other provinces, the federal government, and other countries to manage species of national or international significance.

The Central Wildlife Services Section coordinates regulatory and statutory recommendations; issues **Convention on International Trade and Endangered Species (CITES)** export permits; the provincial **fur** management program, including the **trapper education** program (416-965-3345) and the **hunter** education program (416-965-7642); **certifies** hunter education instructors and coordinates training courses for Ministry **hunting licence** exam-

iners. **Wildlife Surveys and Records** (965-8945) verifies lost hunting licences and hunter examination certificates and carries out surveys of hunters and public interest in wildlife.

Wildlife Extension Development Section administers the **Community Wildlife Involvement Program**; provides educational and informational services on other branch programs; maintains liaison with user and special interest groups; monitors land use patterns; works with landowners to facilitate private land management for wildlife and interprets wildlife management and use to the public.

Wildlife staff members are located in Ministry district offices throughout the Province to provide local services such as: **wildlife** law enforcement; advice on nuisance wildlife control; **licensing** of **trappers**, hunter education instructors, hunters and other persons who require permits for activities involving wildlife; information on **hunting** and other wildlife-based recreational opportunities in the areas for which they are responsible. District offices are listed under Ministry of Natural Resources, Field Organization, MNR 34 or MNR 36.

Wildlife Branch publications, which are available from the Public Information Centre, 1st Floor, Whitney Block (416-965-4251) and district offices, include hunter education and reference manuals, **hunting** and **trapping** regulations, **wildlife** management, **beaver**, **deer** and **moose** management, **Ontario turtles**, **wolves** and **coyotes**, **vegetation** management for wildlife and **ducks** or **waterfowl** identification.

FIELD ORGANIZATION

FIELD ORGANIZATION

MNR 33

The Ministry of Natural Resources is organized functionally and geographically so that the operational decision-making is as close as possible to the program delivery level. For administrative purposes, Ontario is divided into eight regions and 47 districts. The district managers, regional directors and two field assistant deputy ministers serve the public and local area interests by implementing the Land Management, Outdoor Recreation and Forest Resources programs of the Ministry (separately described). These programs cover minerals management, fish and wildlife, forest management, public lands and waters, provincial parks and fuel and industrial minerals management.

The main thrust of program delivery is in the Ministry's district offices where the management and use of natural resources takes place with consideration for local requirements. District managers and staff are responsible for the preparation of local program strategies (e.g., land use planning) and for the integration of individual resource plans that are consistent with the district strategy. Each district manager is responsible to the appropriate regional director for all activities assigned to the district.

Each regional office is organized into functional units headed by specialists responsible for providing advice and support to the districts. In some instances, such as conservation authorities, engineering and administrative services, the regional office is also the delivery point for Ministry programs.

The principal role of the regional director and staff is to direct and coordinate the work of the districts by establishing regional priorities and allocating appropriate resources to meet these; by establishing program standards and auditing to ensure that the standards are met; by developing training programs and ensuring that they are implemented and by providing specialized advice and support services. In addition, the regional director and

staff recommend annual work plans to the Assistant Deputy Ministers and identify areas where policy is required or needs to be modified.

The two field assistant deputy ministers are responsible for program management, coordination of policy and delivery of services across Northern and Southern Ontario. They convey the opinions of field staff to the Deputy Minister through their membership on senior management committees.

For the locations of regional, district and other offices, see the following entries: Field Organization, Northern Ontario, MNR 34 and Field Organization, Southern Ontario, MNR 36.

ASSISTANT DEPUTY MINISTER - NORTHERN ONTARIO

FIELD ORGANIZATION

MNR 34

Ontario Government Bldg.

435 James St. S., P. O. Box 5000

Thunder Bay P7C 5G6

807-475-1271

(When in Toronto: Rm. 6346, Whitney Block

416-965-7783)

The four northern regional directors and the Aviation and Fire Management Centre director report to the Assistant Deputy Minister of Northern Ontario. Each regional office is listed below, followed by the district offices, year round work centres, **fisheries** assessment units and **nurseries** reporting to it. Residents outside an office's toll-free calling area are advised to consult the blue pages of their public telephone directory for the toll-free long distance telephone number.

NORTH CENTRAL REGION

Regional Office

Ontario Government Building

435 James St. S., P. O. Box 5000

Thunder Bay 'F' P7C 5G6

807-475-1261

District Offices

108 Saturn Ave.

Atikokan P0T 1C0

807-597-6971

Box 640

Geraldton P0T 1M0

807-854-1030

Box 970

Nipigon P0T 2J0

807-887-2120

P. O. Box 280

Terrace Bay P0T 2W0

807-825-3205

Ontario Government Building

435 James St. S., P. O. Box 5000

Thunder Bay 'F' P7C 5G6

807-475-1511

Year Round Work Centres

Armstrong Satellite Base

P. O. Box 69

Armstrong P0T 1A0

807-583-2364

(Nipigon District)

Fisheries Research

Productivity Unit

Spruce River Rd., P. O. Box 2089

Thunder Bay P7B 5E7

807-683-6232

Fisheries Research Walleye Unit
Ontario Government Bldg.
435 James St. S.
Thunder Bay P7B 5B7
807-475-1636

Geraldton Fire Centre
P. O. Box 640
Geraldton P0T 1M0
807-854-1600

Macdiarmid Satellite Base
P. O. Box 120
Beardmore P0T 1G0
807-885-5521
(Nipigon District)

Manitouwadge
Box 309
Manitouwadge P0T 2C0
807-826-3225
(Terrace Bay District)

Nakina Office
23 Kingsland
Nakina P0T 2H0
807-329-5251
(Geraldton District)

Northern Forest Research Unit
Dawson Rd., P. O. Box 2960
Thunder Bay P7B 5G5
807-767-1607

Nym Lake Base
Atikokan P0T 1C0
807-597-2734
(Atikokan District)

Regional Fire Centre
1580 Arthur St. W.
Thunder Bay P7E 5S1
807-475-1405

Shebandowan Headquarters
P. O. Box 43
Shebandowan P0T 2T0
807-926-2182
(Thunder Bay District)

Thunder Bay District Fire Centre
P. O. Box 5000
1580 West Arthur St.
Thunder Bay P7E 5S1
807-475-1415

Thunder Bay Service Centre
P. O. Box 5000
1580 West Arthur St.
Thunder Bay P7E 5S1
807-475-1645

Upsala Headquarters
Upsala P0T 2Y0
807-986-2339
(Thunder Bay District)

Fisheries Assessment Unit

Lake Superior
P. O. Box 5000
Thunder Bay P7C 5G6
807-475-1635

Fish Culture Station

Dorion
Dorion P0T 1K0
807-857-2322
(Thunder Bay Region)

Nurseries

Thunder Bay Nursery
Thunder Bay Forest Station
R. R. 1
Thunder Bay P7C 4T9
807-939-2561

NORTHEASTERN REGION

Regional Office
Provincial Government Bldg.
199 Larch St.
Sudbury P3E 5P9
705-675-4120

370 Ministry of Natural Resources

Mining Recorder's Office

875 Queen St. E.

Box 669

Sault Ste. Marie P64 5N2

705-949-1231

Forest Research

1219 Queen St. E.

Sault Ste. Marie P6A 5M7

705-949-9461

Fisheries Research South Baymouth

R. R. 1

Tehkummah P0P 2C0

705-859-3137

Fisheries Research Lake Superior

875 Queen St. E.

Box 130

Sault Ste. Marie P6A 5L5

705-949-1231

Regional Geologist's Office

875 Queen St. E., Box 130

Sault Ste. Marie P6A 5L5

705-949-1231

Resident Geologist's Office

199 Larch St.

Sudbury P3E 5P9

705-675-4128

District Offices

62 Queen St., Box 190

Blind River P0R 1B0

705-356-2234

Box 1340

Espanola P0P 1C0

705-869-1330

Box 3070

North Bay P1B 8K7

705-474-5550

875 Queen St. E.

Sault Ste. Marie P6A 5L5

705-949-1231

P. O. Box 3500, Station 'A'

Sudbury P3A 4S2

705-522-7823

Box 38

Temagami P0H 2H0

705-569-3622

Timiskaming Testing Laboratory

Cobalt P0J 1C0

705-679-8313

22 Mission Rd., Box 1160

Wawa P0S 1K0

705-856-2396

Year Round Work Centres

Cold Storage Warehouse

P. O. Box 1160, Hwy 101

Wawa P0S 1K0

705-856-7041

Kirkwood Office

P. O. Box 310

Thessalon P0R 1L0

705-842-2434

(Blind River District)

Operations Base

P. O. Box 1160, Mine Rd.

Wawa P0S 1K0

705-856-2396

Powassan

Box 208

Powassan P0H 1Z0

705-724-2007

(North Bay District)

Tarentorus Trout Rearing Station

875 Queen St. E., Box 130

Sault Ste. Marie P6A 5L5

705-253-8953

Fisheries Assessment Unit

Nipissing

P. O. Box 3070

North Bay P1B 8K7

705-474-5550

Fish Culture Stations

North Bay

R. R. 1

Redbridge P0H 2A0

705-663-2311

Sandfield

Box 10, R. R. 3

Manitoulin Island P0P 2C0

705-859-3370

(Espanola District)

Tarentorus

R. R. 4

Sault Ste. Marie P6A 5K9

705-253-8953

Nurseries

Kirkwood Nursery

Box 310

Thessalon P0R 1L0

705-842-2345

NORTHERN REGION

Regional Office

140 Fourth Ave., Box 3000

Cochrane P0L 1C0

705-272-4287

Regional Sub-Office

50 Wilson Ave.

Timmins P4N 2S7

705-267-1401

District Offices

34 Birch St., P. O. Box 450

Chapleau P0M 1K0

705-864-1710

2 Third Ave., Box 730

Cochrane P0L 1C0

705-272-4365

P. O. Box 129

Gogama P0M 1W0

705-894-2000

631 Front St. Box 670

Hearst P0L 1N0

705-362-4346

6 Government Rd.

Kapuskasing P5N 2W4

705-335-6191

Box 129

Swastika P0K 1T0

705-642-3222

(Kirkland Lake District)

Resident Geologist

4 Government Rd. E.

Kirkland Lake P2N 1A2

705-567-5242

Box 190

Moosonee P0L 1Y0

705-336-2987

896 Riverside Dr.

Timmins P4N 3W2

705-267-7951

Year Round Work Centres

Regional Service Centre

R. R. 2

Timmins P4N 7C3

705-268-2600

Elk Lake Sub-Office

P. O. Box 100

Elk Lake P0K 1J0

705-678-2241

Englehart Sub-Office

P. O. Box 520

Englehart P0J 1H0

705-544-2331

Hornepayne
P. O. Box 429
Hornepayne P0M 1Z0
807-868-2303
(Hearst District)

Matheson Sub-Office
P. O. Box 609
Matheson P0K 1N0
705-273-2546
(Kirkland Lake District)

Fish Culture Station

Hills Lake
R. R. 2
Englehart P0J 1H0
705-544-2834
(Kirkland Lake District)

Nurseries

Chapleau Nursery
34 Birch St., P. O. Box 450
Chapleau P0M 1K0
705-864-1717

Gogama Nursery
Gogama P0M 1W0
705-894-2000

Swastika Nursery
P. O. Box 129
Swastika P0K 1T0
705-642-3255

NORTHWESTERN REGION

Regional Office
808 Robertson St.
Box 5160
Kenora P9N 3X9
807-468-3111

District Offices

Box 730
Dryden P8N 2Z4
807-223-3341

922 Scott St.
Fort Frances P9A 1J4
807-274-5337

Box 448
Ignace P0T 1T0
807-934-2233

Box 5080
Kenora P9N 3X9
807-468-9841

Box 5003
Red Lake P0V 2M0
807-727-2253

Resident Geologist
Box 860
Red Lake P0V 2M0
807-727-2252

Mining Recorder
P. O. Box 324
Red Lake P0V 2M0
807-727-2250

Box 309
Sioux Lookout P0V 2T0
807-737-1140

Resident Geologist
Box 1089
Sioux Lookout P0V 2T0
807-737-1291

Mining Recorder
P. O. Box 669
Sioux Lookout P0V 2T0
807-737-2100

Year Round Work Centres

Fort Frances Sub-Office
P. O. Box 7
Rainy River P0W 1L0
807-852-3801
(Fort Frances District)

Pickle Lake Satellite Base
Pickle Lake P0V 3A0
 807-928-2470
 (Sioux Lookout District)

Regional Service Centre
 P. O. Box 850
Dryden P8N 2Z5
 807-937-4489

Sioux Lookout Fire Centre
 Box 309
Sioux Lookout P0V 2T0
 807-737-1140

Fisheries Assessment Unit

Lake of the Woods
 808 Robertson St.
 P. O. Box 5080
Kenora P9N 3X9
 807-468-9841

Nursery

Wabigoon Nursery
 P. O. Box 90
Wabigoon P0V 2W0
 807-938-6326

AVIATION AND FIRE MANAGEMENT CENTRE
 747 Queen St. E., P. O. Box 310
 Sault Ste. Marie P6A 5L8
 705-942-1800

MNR 35

The Centre coordinates the operation and maintenance of the provincial fleet of **aircraft** for **forest fire** suppression, resources management, aerial **surveys**, aerial **photographs**, mercy flights, search and rescue missions and transportation. It organizes fire management planning. In company with the regions, it coordinates provincial fire control operations, **research** and development of forest fire equipment and systems and forest fire training and prevention. It establishes interprovincial agreements and cooperates with municipalities, railway and forest industries on forest fire prevention and control. The Centre manages a provincial **telecommunications** network consisting of radio systems serving all of the major ministry programs including forest fire control and aircraft communications. It organizes research and development of telecommunications equipment and systems. Each regional office has a telecommunications supervisor working in conjunction with this office. The centre has a flight operations office in Malton (P. O. Box 189, Mississauga L4T 3B6, 416-678-1173).

ASSISTANT DEPUTY MINISTER - SOUTHERN ONTARIO

FIELD ORGANIZATION

MNR 36

Maple L0J 1E0
 416-832-2761
 (When in Toronto: Rm. 6346, Whitney Block
 416-965-7783)

The four southern regional directors report to the Assistant Deputy Minister of Southern Ontario. Each regional office is listed below, followed by the district offices, year round work centres, **fisheries** assessment units and **nurseries** reporting to it. The Petroleum Resources Program, described in a separate entry, is administered by the Southwestern Regional Office. Residents outside an office's toll-free calling area are advised to consult the blue pages of their public telephone directory for the toll-free long distance telephone number.

ALGONQUIN REGION

Regional Office
Brendale Square, Box 9000
Huntsville P0A 1K0
705-789-9611

Leslie M. Frost
Natural Resources Centre
Dorset P0A 1E0
705-766-2451

Construction Depot Huntsville
Box 1119
Huntsville P0A 1K0
705-789-4471

District Offices

Box 219
Whitney K0J 2M0
705-637-2780
(Algonquin Park District)

Box 500
Bancroft K0L 1C0
613-332-3940
(Bancroft District)

Box 1138
Bracebridge P0B 1C0
705-645-8747
(Bracebridge District)

General Delivery
Minden K0M 2K0
705-286-1521
(Minden District)

4 Miller St.
Parry Sound P2A 1S8
705-746-4201
(Parry Sound District)

Riverside Dr., Box 220
Pembroke K8A 6X4
613-732-3661
(Pembroke District)

Year Round Work Centres

Algonquin Park Museum
Box 219
Whitney K0J 2M0
705-633-5592
(Algonquin Park District)

Dacre
Dacre K0J 1N0
613-649-2418
(Pembroke District)

Palmer Rapids
Palmer Rapids K0J 2E0
613-758-2020
(Pembroke District)

Parry Sound
7 Bay St.
Parry Sound P2A 1S4
705-746-4201
(Parry Sound District)

Portage Lake
Site 5, Box 4, R. R. 1
Britt P0G 1A0
705-383-2369
(Parry Sound District)

Round Lake
R. R. 5
Killaloe K0J 2A0
613-757-2507
(Pembroke District)

Stonecliffe
Stonecliffe K0J 2K0
613-586-2253
(Pembroke District)

Fisheries Assessment Units

Algonquin
P. O. Box 219
Whitney K0J 2M0
705-637-2780
(Algonquin Park District)

Haliburton-Hastings
Box 500
Bancroft K0L 1C0
613-332-3940

Fish Culture Stations

Pembroke
Laurentian Dr.
Petawawa K8H 2Z1
613-687-5935
(Pembroke District)

Skeleton Lake
R. R. 1
Utterson P0B 1M0
705-769-3731
(Bracebridge District)

CENTRAL REGION

Regional Office
10670 Yonge St.
Richmond Hill L4C 3C9
416-884-9203

District Offices

Box 2186, Beaverdale Rd.
Cambridge N3C 2W1
519-658-9355
(Cambridge District)
Midhurst L0L 1X0
705-728-2900
(Huron District)

Ontario Government Bldg.
322 Kent St. W.
Lindsay K9V 2Z9
705-324-6121
(Lindsay District)

General Delivery
Maple L0J 1E0
416-832-2761
(Maple District)

Hwy 20, Box 1070
Fonthill L0S 1E0
416-892-2656
(Niagara District)

Year Round Work Centres

Dufferin
R. R. 2
Lisle L6M 1M0
705-435-4247
(Huron District)

Ganaraska Forest
R. R. 2
Millbrook L0A 1G0
416-797-2959
(Lindsay District)

Northumberland Forest
R. R. 4
Roseneath K0K 2X0
416-349-2779
(Lindsay District)

South Simcoe
Box 490
Angus L0M 1B0
705-525-5312
(Huron District)

Tiny/Wye Marsh
Wildlife Areas, Box 613
Midland L4R 4L3
705-526-6958
(Huron District)

Wildlife Compound
R. R. 2
Minesing L0L 1Y0
705-728-4382
(Huron District)

York Regional Forest Headquarters
R. R. 3
Stouffville L0H 1L0
416-473-2160
(Maple District)

Bass Lake Provincial Park

Box 607

Orillia L3V 6S1

705-326-7054

(Huron District)

(Camping & day use

Seasonal Conservation Officer

Headquarters year round)

Earl Rowe Provincial Park

Box 966

Alliston L0M 1A0

705-435-4331

(Huron District)

(Camping & day use

Seasonal Conservation Officer

Headquarters year round)

Bronte Creek Provincial Park

1219 Burloak Dr., R. R. 2

Burlington L7R 3X5

416-827-6911

(Cambridge District)

(Day use facilities)

Fisheries Assessment Units

Kawartha

322 Kent St. W.

Lindsay K9V 2Z9

705-324-6121

(Lindsay District)

Lake Ontario

10670 Yonge St.

Richmond Hill L4C 3C9

416-884-9203

Lake Simcoe

Sibbald's Point Provincial Park

R. R. 2

Sutton West L0E 1R0

416-722-5512

Fish Culture Station

Deer Lake

R. R. 1

Havelock K0L 1Z0

705-778-3391

(Lindsay District)

Nurseries

Midhurst Nursery

Midhurst L0L 1X0

705-728-2900

Orono Nursery

Orono L0B 1M0

416-983-9147

Ontario Tree Seed Plant

P. O. Box 70

Angus L0M 1B0

705-424-5311

EASTERN REGION

Regional Office

Provincial Government Bldg.

Concession Rd.

Kemptville K0G 1J0

613-258-3413

District Offices

P. O. Box 605

Oxford Avenue

Brockville K6A 5Y8

613-342-8524

(Brockville District)

113 Amelia St., Box 1749

Cornwall K6H 5V7

613-933-1774

(Cornwall District)

10 Findlay Ave.

Carleton Place K7C 3Z6

613-257-5735

(Carleton Place District)

1 Richmond Blvd.
Napanee K7R 3S3
 613-354-2173
 (Napanee District)

Metcalf St.
Tweed K0K 3J0
 613-478-2330
 (Tweed District)

Year Round Work Centres

Alexandria Sub-Office
 P. O. Box 444
Alexandria K0C 1A0
 613-525-2443
 (Cornwall District)

Glenora Research Station
 R. R. 4
Picton K0K 2T0
 613-476-2400
 (Napanee District)

Larose Forest Headquarters
 P. O. Box 10
Bourget K0A 1E0
 613-487-2100
 (Cornwall District)

Limerick Forest Headquarters
 R. R. 2
Oxford Station K0G 1T0
 613-258-3151
 (Brockville District)

Tweed Warehouse and Fire Complex
 Hungerford Rd.
Tweed K0K 3J0
 613-478-2330
 (Tweed District)

White Lake
 R. R. 2
Sharbot Lake K0H 2P0
 613-335-2115
 (Tweed District)

Fish Culture Stations

R. R. 2
Codrington K0K 1R0
 613-475-2512
 (Napanee District)

P. O. Box 120
 Mountain St.
Westport K0G 1X0
 613-273-2106
 (Brockville District)

Nurseries

G. Howard Ferguson
 R. R. 4
Kemptville K0G 1J0
 613-238-7326
 613-258-3413

SOUTHWESTERN REGION

Regional Office
 659 Exeter Rd., P. O. Box 5463
London N6A 4L6
 519-681-5350

District Offices

353 Talbot St. W., Box 940
Aylmer N5H 2S8
 519-773-9241
 (Alymer District)

Kent County Municipal Bldg.
 435 Grand Ave. W., Box 1168
Chatham N7M 5L8
 519-354-7340
 (Chatham District)

611-9th Ave. E.
Owen Sound N4K 3E4
 519-376-3860
 (Owen Sound District)

548 Queensway W.
P. O. Box 706
Simcoe N3Y 4T2
519-426-7650
(Simcoe District)

R. R. 5
Wingham N0G 2W0
519-357-3131
(Wingham District)

Year Round Work Centres

Fisheries Research Station
R. R. 2
Wheatley N0P 2P0
519-825-4171
(Chatham District)

Hullett Wildlife Management Area
R. R. 4
Clinton N0M 1L0
519-482-7011
(Wingham District)

Kilworth Division Office
R. R. 3
London N6A 4B7
519-472-0820
(Aylmer District)

*Lake Erie Assessment
Sub Station*
Box 429
Port Dover N0A 1N0
519-583-0981
(Simcoe District)

Petroleum Resources Laboratory
458 Central Ave.
London N6B 2E5
519-433-8431

Petrolia Detachment Office
4229 Petrolia St., P. O. Box 1379
Petrolia N0N 1R0
519-882-0502
(Chatham District)

Wheatley Law Enforcement
R. R. 2
Wheatley N0P 2P0
519-825-7120

Fish Culture Stations

Chatsworth
R. R. 2
Chatsworth N0H 1G0
519-794-2340
(Owen Sound District)

Normandale
R. R. 1
Vittoria N0E 1W0
519-426-3142
(Simcoe District)

Fisheries Assessment Units

Lake Erie
R. R. 2
Wheatley N0P 2P0
519-825-4623
(Chatham District)

Lake Huron
611 Ninth Ave. E.
Owen Sound N4K 3E4
519-376-6531
(Owen Sound District)

Lake St. Clair
R. R. 2
Tilbury N0P 2L0
519-682-1152

Nurseries

St. Williams Nursery
R. R. 1
St. Williams N0E 1P0
519-586-3576

PETROLEUM RESOURCES PROGRAM

MNR 37

659 Exeter Rd., Box 5463
 London N6A 4L6
 519-661-2800

Petroleum Resources Act is administered by the Ministry of Natural Resources, South-western Regional Office. This office regulates exploration, **drilling** and production of **oil** and **natural gas** on **land** and **offshore** in the **Great Lakes**. **Permits to drill petroleum wells** and **licences** to operate **drilling** rigs, lease **oil** and **gas** rights and conduct exploration **surveys** are issued. Engineering and geological data on petroleum wells and pools are available on a computerized petroleum well data system. **Maps** showing **petroleum well** locations and status are provided. Inquiries regarding unsafe or uncontrolled flowing **wells** and brine spills are investigated. Historical records of geophysical logs and samples of petroleum wells previously drilled in Ontario are available to the public at the Petroleum Resources Laboratory, 458 Central Ave., London (519-433- 8431). Inquiries regarding specific wells may be directed to Petroleum Resources Inspectors at the Simcoe and Chatham district offices, see Ministry of Natural Resources Field Organization, Southern Ontario, MNR 36.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's Financial Resources Branch. Conservation authorities are listed under the Conservation Authorities and Water Management Branch entry, MNR 16.

ALGONQUIN FORESTRY AUTHORITY

MNR 38

222 Main St. W.
 P.O. Box 1198
 Huntsville P0A 1K0
 705-789-9647

Algonquin Forestry Authority in Huntsville, Ontario is a Crown corporation responsible for **forest** management in Algonquin Provincial Park, including harvesting and supplying logs to designated mills. It operates under a volume agreement with the Ministry of Natural Resources. The Authority has an office in Pembroke:

Area Supervisor

84-6 Isabella St., Box 786
Pembroke, K8A 5S5
 613-735-0173

CANADA-ONTARIO RIDEAU, TRENT-SEVERN
SECRETARIAT

MNR 39

10401 Dufferin St., R. R. 2
 Maple L0J 1E0

The Secretariat coordinates implementation of the '**CORTS** Policies', a document of 48 policies approved by federal and provincial governments. The Policies are the result of a federal and provincial agreement signed in 1975 by Parks Canada and the Ministry of

Natural Resources. The agreement provided for the coordinated development of the recreational **land** and **water** corridor centered on the Rideau, Trent and Severn canals and stretching from Georgian Bay to Ottawa.

MINING AND LANDS COMMISSIONER

MNR 40

Box 330, 24th Flr.
700 Bay St.
Toronto M5G 1Z6
416-965-1824

The Mining and Lands Commissioner exercises administrative and judicial duties under the **Mining Act**, the **Mining Tax Act**, the **Beach Protection Act** and duties of the Minister of Natural Resources assigned by regulation. Examples of such jurisdiction are extension orders, the granting of relief from forfeiture, disputes, hearing of appeals, **easements** and vesting orders. Application forms and supporting abstracts for applications for extension orders and **licence** renewals may be obtained from one of the nine mining recorders, listed under Ministry of Natural Resources, Land Management Branch, MNR 18. Other applications should be made through the Mining and Lands Commissioner, at the above address. Notices of appeal under the Mining Act are required by that Act to be filed with the mining recorder. Where practicable, hearings are arranged in local court houses.

ACTS

ACTS

MNR 41

The following is a list of Acts administered by the Ministry of Natural Resources. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal services branch or information/communications branch.

Algonquin Forestry Authority Act
Algonquin Provincial Park Extension Act, 1960-61
An Act to Confirm the Title of the Government of Canada to
Certain Lands and Indian Lands, 1915
An Act for the Settlement of Certain Questions Between
the Governments of Canada and Ontario
Respecting Indian Reserve Lands, 1891
Beach Protection Act
Beds of Navigable Waters Act
Canada Company's Lands Act, 1922
Conservation Authorities Act
Crown Timber Act
Endangered Species Act
Fish Inspection Act
Fisheries Act (Canada-Ontario Fishery Regulations)
Fisheries Loans Act
Forest Fires Prevention Act
Forest Tree Pest Control Act
Forestry Act
Freshwater Fish Marketing Act (Ontario)
Game and Fish Act
Gananoque Lands Act, 1961-62

Gas and Oil Leases Act
Industrial and Mining Lands Compensation Act
Lac Seul Conservation Act, 1928
Lake of the Woods Control Board Act, 1922
Lakes and Rivers Improvement Act
Manitoba-Ontario Lake St. Joseph Diversion
Agreement Authorization Act, 1958
Migratory Birds Convention Act (Canada) - Ontario Regulations
Mineral Emblem Act
Ministry of Natural Resources Act
National Radio Observatory Act, 1962-63
North Georgian Bay Recreational Reserve Act, 1962-63
Ontario Geographic Names Board Act
Ontario Harbours Agreement Act, 1962-63
Ontario Mineral Exploration Program Act
Ottawa River Water Powers Act, 1943
Parks Assistance Act
Petroleum Resources Act
Pits and Quarries Control Act
Provincial Parks Act
Public Lands Act
Seine River Diversion Act, 1952
Settlers' Pulpwood Protection Act
Spruce Pulpwood Exportation Act
Steep Rock Iron Ore Development Act, 1949
Surveyors Act
Surveys Act
Trees Act
Wild Rice Harvesting Act
Wilderness Areas Act
Woodlands Improvement Act
Woodmen's Employment Act
Woodmen's Lien for Wages Act

MINISTRY OF NORTHERN DEVELOPMENT AND MINES

10 Wellesley St. E.
Toronto M4Y 1G2

The Ministry of Northern Development and Mines was established in November, 1985 to respond to the needs of the relatively dispersed population living in the northern part of the province, an area comprising almost 90 per cent of the land mass of Ontario. The Northern Development section replaces the former Ministry of Northern Affairs; the Division of Mines and Minerals (except aggregates) was transferred from the Ministry of Natural Resources.

The Ministry's primary mandate is two-fold: first, to stimulate the economic and social development of Northern Ontario and to coordinate the policies and programs of other provincial ministries to ensure that the special needs of northerners are addressed by the government, and second, to encourage and regulate the orderly development and utilization of the province's mineral resources.

The Division of Mines and Minerals has its offices in Toronto and comprises the Ontario Geological Survey (OGS), the Mineral Resources Branch (MRB) and the Mining Taxation and Ontario Mineral Exploration Program Office (OMEPE). Regional mineral resource coordinators and 12 resident geologists provide consulting services to government and the private sector regarding the geology and mineral deposits of the province. The Ministry also manages seven Drill Core Libraries for the storage and retrieval of representative sections of mineral exploration core samples.

A network of 30 Northern Affairs Offices, located in communities throughout Northern Ontario, provides a central source of information and assistance for individuals dealing with provincial government ministries and ensures that the Ministry of Northern Development and Mines is made aware of local concerns and community needs.

COMMUNITY RELATIONS BRANCH

NDM 1

The Ministry of Northern Development and Mines has two Community Relations Branches, located in Sudbury and Kenora. They administer a network of 30 Northern Affairs 'storefront' offices, each staffed by an officer and clerical assistant, located in communities throughout Northern Ontario. The Northern Affairs Officers also provide regular visitations to approximately 40 satellite communities. The role of the Northern Affairs Officer is to act as a contact point for government in northern communities and to attempt to solve problems for people removed from service points.

In many cases the Northern Affairs Officer's task is to function as a coordinator; in others it is to point the client to the appropriate government contact. He acts as the official agent for some other ministries' programs and is the central reference point for other federal, provincial and municipal departments, ministries, or agencies.

The ministry operates an extensive telex network to speed the flow of information, particularly from the local offices to the regional offices and Toronto, and vice versa. In Toronto, a Coordinator of Interministerial and Customer Services establishes and maintains contact with the central offices of other ministries, departments and agencies. The Coordinator of Interministerial and Customer Services is attached to the Information Services Branch of the Ministry, see NDM 8.

Northern Affairs Officers assist **unincorporated communities** (communities with no municipal government under the **Municipal Act**) in establishing **Local Services Boards**.

These communities are unique to Northern Ontario and a local services board is a legally constituted body of members elected to act on behalf of the residents of an unincorporated community to ensure that basic services such as water supply, fire protection, sewage disposal, street lighting, garbage collection or recreational programs are provided on a continuing basis. Establishment of a local services board is optional, as are the services it may choose to offer. Upon the establishment of a board, a community is eligible for an operation **subsidy** from the ministry, providing the community raises half the budgeted costs.

The Northern Affairs Officers are involved with the implementation and administration of the ministry's **Unincorporated Communities Fire Protection Program (UCFP)**. This program assists unincorporated communities to provide a basic level of fire protection. The Community Relations Branches are also responsible for the **Unincorporated Capital Assistance Program (UCAP)**. The program provides minor capital assistance to establish basic services in unincorporated communities.

The **TVOntario** extension program, which provides rebroadcasting transmitters and antennas to small communities to enable them to receive the TVO signal off air, is also the responsibility of the Community Relations Branch.

The Northern Affairs Officers are frequently requested to collect data to facilitate the planning process of the ministry.

The nearest Northern Affairs office can be reached from outlying communities without charge throughout Northern Ontario by dialing the operator and asking for Zenith 33160. Community Relations Branch Offices are as follows:

NORTHEASTERN ONTARIO

Community Relations Branch
199 Larch St., 4th Flr.
Sudbury P3E 5P9
705-675-4441

161 Sixth Ave.
P. O. Box 668
Cochrane P0L 1C0
705-272-4274

10 Brunswick Walk
Elliot Lake P5A 2A8
705-848-7133

NORTHWESTERN ONTARIO

Community Relations Branch
12 Main St. S.
Kenora P9N 1S7
807-468-3135

Espanola Mall
Highway 6 South
P. O. Box 1718
Espanola P0P 1C0
705-869-1532

NORTHERN AFFAIRS OFFICES NORTHEASTERN ONTARIO

13 Lawton St.
Blind River P0R 1B0
705-356-2226

904 George St.
P. O. Box 1688
Hearst P0L 1N0
705-362-4358

31 Birch St. E.
Chapleau P0M 1K0
705-864-1515

253 Ambridge Drive 'A'
P. O. Box 460
Iroquois Falls P0K 1G0
705-232-4001

Model City Mall
Kapuskasing P5N 2E9
705-335-6008

32A Prospect Ave.
P. O. Box 635
Kirkland Lake P2N 3K1
705-567-3291

King & Young Sts.
P. O. Box 128
Mindemoya P0P 1S0
705-377-5396

Main St.
P. O. Box 307
Moosonee P0L 1Y0
705-336-2991

310 Whitewood Ave.
P. O. Box 68
New Liskeard P0J 1P0
705-647-7391

267 Main St. W.
North Bay P1B 2T8
705-472-3911

70 Church St.
Parry Sound P2A 1Y9
705-746-4296

444 Queen St. E.
Sault Ste. Marie P6A 1Z7
705-254-6623

191 Main St.
P. O. Box 1930
Sturgeon Falls P0H 1G0
705-753-2900

199 Larch St., 1st Flr.
Sudbury P3E 5P9
705-675-4451

83 Wilson Ave.
Timmins P4N 2S8
705-267-1401

27 Gold St.
Wawa P0S 1K0
705-856-2354

NORTHWESTERN ONTARIO

123 Marks St.
P. O. Box 940
Atikokan P0T 1C0
807-597-2701

34A King St.
Dryden P8N 1B3
807-223-5231

529 Mowat Ave.
Fort Frances P9A 1Z1
807-274-5329

305 Main St.
P. O. Box 69
Geraldton P0T 1M0
807-854-0266

200 Beaver St.
P. O. Box 196
Ignace P0T 1T0
807-934-2260

12 Main St. S.
P. O. Box 5050
Kenora P9N 3X9
807-468-5548

Peninsula Bldg.
P. O. Box 280
Marathon P0T 2E0
807-229-1153

66 Front St.
Nipigon P0T 2J0
807-887-3230
(Tues/Wed only)

408 Atwood Ave.
P. O. Box 430
Rainy River P0W 1L0
807-852-3287

242 Howey St.
P. O. Box 950
Red Lake P0V 2M0
807-727-2870

428 E. Victoria Ave.
Thunder Bay P7C 1A5
807-475-1425

42 King St.
P. O. Box 147
Sioux Lookout P0V 2T0
807-737-1318

REGIONAL AND COMMUNITY DEVELOPMENT BRANCH

NDM 2

Regional and Community Development Branches are located in Sault Ste. Marie and Thunder Bay (addresses listed below). These branches work with northern communities and other ministries in planning development strategies to improve conditions and to respond to local and regional needs throughout **Northern Ontario**. Operationally, the ministry has three main areas of interest: Northern **economic** development, Northern **transportation** and Northern community services and development.

Regional economic development is stimulated through research, strengthening of industrial activity, promotion of tourism and the expansion of agriculture. Funds are also made available to encourage resource development. Scientific studies, experimental hydro-electric and solar heating projects and alternative or novel energy recovery programs are undertaken.

Activities concerning **transportation** include setting the priorities and funding the **highway** construction program and the remote **airports** program in Northern Ontario.

Community activities include **financial assistance** for construction of water mains and sewage systems and the development of industrial parks. Special assistance has been provided for communities undergoing severe economic dislocation or unusually rapid growth. Through the Regional and Community Development Branches, the ministry also implements the **Northern Community Economic Development Program**, providing **financial assistance** for studies and seminars, the publication of promotional materials, and professional staff support for the investigation of new local economic development opportunities.

The ministry contributes funds for a range of **social** and **medical** services such as medical and dental clinics, **bursaries** for **medical** and **dental** students, **audiologists** and **speech pathologists**, and capital support for a recently instituted air **ambulance** service. The branches also participate in the delivery of the **Extended Care Capital Assistance Program (EldCap)** and the **Educational Capital Assistance Program (EduCap)** programs which provide capital assistance to ensure equal access to provincial government programs throughout Northern Ontario.

The Ministry of Northern Development and Mines takes a keen interest in improving the quality of life, and in this regard promotes the arts and undertakes other cultural initiatives as opportunities arise. The ministry is also encouraging the expansion of television services for residents of the North.

Northeastern Regional Office
421 Bay St., Ste. 301
Sault Ste. Marie P6A 1X3
705-942-0100

Northeastern Area Office
199 Larch St., 4th Flr.
Sudbury P3E 5P9
705-675-4441

Northwestern Regional Office
435 James St. S.
P. O. Box 5000
Thunder Bay P7E 6E3
807-475-1585

DIVISION OF MINES AND MINERALS

MINERAL RESOURCES BRANCH

NDM 3

99 Wellesley St. W.
Whitney Block, Rm. 4626
Queen's Park, Toronto M7A 1W3
416-965-1559

The Mineral Resources Branch develops and administers **mineral** resources policies. It maintains **statistics** on mineral economics (965-1016) and determines availability of resources such as **metals**, industrial minerals and non-metals. It issues precious metals **refinery licences**. The branch administers Section 104 of the **Mining Act**. Contact district offices listed under this Ministry's Field Organization entries, NDM 5 or NDM 6.

The Mining Taxation and OMEP office issues annual **assessment (tax)** notices to Ontario **mining** companies on the basis of profit. It administers the **Mining Tax Act** (965-9955) and the **Ontario Mineral Exploration Program Act (OMEP)** (965- 1062). OMEP provides incentives to encourage **mineral** exploration activities by providing grants equal to 25 per cent of eligible exploration expenses.

MINING AND LANDS COMMISSIONER

NDM 4

Box 330, 24th Flr.
700 Bay St.
Toronto M5G 1Z6
416-965-1824

The Commissioner exercises administrative and judicial duties under various Acts, including the **Mining Act**. Examples of such jurisdiction are extension orders, the granting of relief from forfeiture, disputes, hearing of appeals and vesting orders. Application forms and supporting abstracts for applications for extension orders and **licence** renewals may be obtained from the ministry's nine mining recorders, listed under the Ministry of Northern Development and Mines, NDM 5. Other applications should be made through the Mining and Lands Commissioner, at the above address. The **Mining Act** requires that notices of appeal are filed with the mining recorder. Where possible, hearings are arranged in local court houses.

MINING LANDS SECTION

NDM 5

99 Wellesley St. W.
Whitney Block, Rm. 6610
Queen's Park, Toronto M7A 1W3
416-965-1380

Mining Lands Section, Ministry of Northern Development and Mines, develops methods and standards for management and protection of public lands for **mining** purposes, e.g., claim staking, **Exploratory Licences of Occupation**, permits for **sand** and **gravel** removals, assessment work, leases, etc..

The Province is divided into nine mining divisions. The Mining Recorders, Ministry of Northern Development and Mines, who are in charge of the mining divisions, are responsible for the administration of the **Mining Act** which involves the staking and recording of mining claims and performance of assessment work.

The **Mining Recorders** are located at the mining division offices listed below:

808 Robertson St.
Box 5080
Kenora P9N 3X9
807-468-9841
(Kenora Mining Division)

P. O. Box 309, Court House Bldg.
Sioux Lookout P0V 2T0
807-737-1140
(Patricia Mining Division)

4 Government Rd. E.
Kirkland Lake P2N 1A2
705-567-9242
(Larder Lake Mining Division)

199 Larch St., 10th Flr.
Sudbury P3E 5P9
705-675-4125
(Sudbury Mining Division)

Ontario Government Bldg.
Box 5003
Red Lake P0V 2M0
807-727-2253
(Red Lake Mining Division)

435 James St. S.
P. O. Box 5000
Thunder Bay P7C 5G6
807-475-1311
(Thunder Bay Mining Division)

375 Queen St. E.
Box 669
Sault Ste. Marie P6A 5L5
705-949-1231
(Sault Ste. Marie Mining Division)

60 Wilson Ave.
Timmins P4N 2S7
705-267-1401
(Porcupine Mining Division)

Whitney Block, Rm. 2548
99 Wellesley St. W.
Toronto M7A 1W3
416-965-1322
(Eastern Ontario)

ONTARIO GEOLOGICAL SURVEY

NDM 6

7 Grenville St., 11th Flr.
Toronto M5S 1B3
16-965-0190

Ontario Geological Survey provides information on the **geology** and **mineral** resources of Ontario to encourage mineral resource exploration, to provide a basis for **land-use**

planning, and to aid in the development of non-renewable resource policies. Activities include geological, geophysical, and geochemical **surveys**; mineral deposit studies; geochronology studies; development of new exploration techniques; presentation of classes and lectures on minerals and **rocks**. The **Geoscience Laboratories** (965-1337) provide identification, chemical analyses and assays of mineral, rock and ore samples. The branch administers the **Geoscience Research Grants Program** (965-1546) to aid geoscience **research** at Ontario universities, and the **Exploration Technology Development Fund** (965-1546) to promote **research** and development with Ontario **mineral** exploration companies.

The **Mines Library** (965-1352) serves ministry staff, the mining industry, and the general public (by special arrangement) but offers reference service only. The library contains publications on **geology**, **mining** and **mineral** resources. Its holdings include reports and maps for Precambrian regions of the world, reports of the Ontario Department of Mines from 1891, the Geological Survey of Canada from 1845, other provincial Departments of Mines, the United States Geological Survey, and selected materials on geochemistry and geophysics. Special indexes, bibliographies and abstracts enable users to research most earth science topics. The library subscribes to over 200 journals and newspapers and has a large collection of geological and aeromagnetic **maps** of Ontario. Photocopies are provided at a nominal charge.

The **Geoscience Data Centre** (965-6139) provides access to exploration reports and drill hole logs; mineral deposit data and computer based geoscience, mineral deposits and rock chemical databases.

Geological Field Offices administered by the Ministry's Regional Offices provide local consultative services to government, industry and the public on the **geology** and **mineral** deposits of their region. A regional **library** of published and unpublished geoscience information is maintained in each office, including reports of the Ontario Geological Survey and Mineral Resources Branch, reports of other government agencies, records of exploration activity submitted for assessment work credit, company prospectuses and reports from the files of the Ontario Securities Commission. There are 12 geological field offices that report to the Ministry of Northern Development and Mines.

Box 500
Bancroft K0L 1C0
613-332-3940

Box 230
Presley St.
Cobalt P0J 1C0
705-679-8558

Doner Block, 2nd Flr.
808 Robertson St.
Box 5080
Kenora P9N 3X9
807-468-9841

4 Government Rd. E.
Kirkland Lake P2N 1A2
705-567-5242

Brendale Sq.
Box 9000
Huntsville P0A 1K0
705-789-9611

Ontario Government Bldg.
Box 5003
Red Lake P0V 2M0
807-727-2253

875 Queen St. E.
Box 130
Sault Ste. Marie P6A 5L5
705-949-1231

Court House Bldg.
Box 309
Sioux Lookout P0V 2T0
807-737-1140

199 Larch St., 10th Flr.
Sudbury P3E 5P9
705-675-4128

435 James St. S.
Box 5000
Thunder Bay P7C 5G6
807-475-1331

60 Wilson Ave.
Timmins P4N 2S7
705-267-1401

255 Metcalf St.
Box 70
Tweed K0K 3J0
613-478-2330

PLANNING AND ADMINISTRATION DIVISION

FINANCIAL AND ADMINISTRATIVE SERVICES BRANCH

NDM 7

10 Wellesley St. E., 8th Flr.
Toronto M4Y 1G2
416-965-1417

The Branch provides financial management services for the ministry by developing expenditure plans and preparing annual estimates for the ministry's programs and administrative budgets. It provides in-year financial control by monitoring project approvals and expenditures against approved budgets of the various programs and activities; approves and initiates payment requisitions and coordinates the provision of financial and general accounting services for the ministry.

The branch is also responsible for administrative services. It acquires and provides support services such as purchasing, office services and accommodation, centralized word processing, filing and data analysis services as required by ministry management. The branch also operates a **library** where books, periodicals and other materials dealing specifically with **Northern Ontario** are available. The library operates the **Ministry reading room** in accordance with the government freedom of information policy, which gives public access to ministry publications, statutes and some manuals and internal procedures used by the ministry.

Through the **Coordinator of Human Resources and Affirmative Action**, the branch arranges for the acquisition of personnel and other related services from the Ministry of Transportation and Communications and develops policies and procedures for the ministry. The coordinator is also the ministry liaison on Affirmative Action issues.

INFORMATION SERVICES BRANCH

NDM 8

10 Wellesley St. E., 9th Flr.
Toronto M4Y 1G2
416-965-7577

The Information Services Branch informs the public, client groups and the news media about the ministry's activities. It establishes communications policy for the ministry, advises other branches on communications problems and provides support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries,

advertising, producing and distributing publications, news releases and audio-visual materials. The branch is also responsible for such major undertakings as **Ontario North Now** at Ontario Place, and ministry participation in the Sportsmen and Ski shows held in Toronto each year. There are information officers in the Toronto office, the two regional offices at Sault Ste. Marie and Kenora and the area office at Thunder Bay. These field information officers are attached to the Community Relations Branch of the Ministry, see NDM 1.

A **Coordinator of Interministerial and Customer Services** establishes and maintains contact with the central offices of other ministries, departments and agencies and responds to requests submitted by the field offices.

LEGAL SERVICES

NDM 9

10 Wellesley St. E., 10th Flr.
Toronto M4Y 1G2
416-965-6862

This office provides legal services for the Ministry of Northern Development and Mines and is responsible to the Ministry of the Attorney General.

STRATEGIC PLANNING SECRETARIAT

NDM 10

10 Wellesley St. E., 9th Flr.
Toronto M4Y 1G2
416-965-1669

The Strategic Planning Secretariat has a lead role in ensuring that the Ministry can carry out the broad strategies required to fulfil its mandate in Northern Ontario. The Secretariat has responsibility for identifying and determining the priority of policy and program options and monitors program effectiveness. It also coordinates the liaison and advocacy functions of the Ministry and develops and coordinates the Ministry's forward financial planning and resource allocation process.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1).

ONTARIO NORTHLAND TRANSPORTATION COMMISSION

NDM 11

195 Regina St.
North Bay P1B 8L3
705-472-4500

The Ministry of Northern Development and Mines provides **rail, bus, ferry, air and telecommunications** services to Northern Ontario through the Ontario Northland Transportation Commission (ONTC).

Land **transportation** services include rail, bus and highway transport. **Rail** passenger services include the **Polar Bear Express** between Cochrane and Moosonee, the **Northlander** between Toronto and Timmins, the North Bay and Cochrane component of the Toronto to Kapuskasing Northland Train service, and a mixed passenger-freight train between Cochrane and Moosonee. Bus services are regularly scheduled between North Bay

Hearst, Sudbury, Timmins and other locations throughout Northeastern Ontario. Charter and tour services can also be arranged.

Rail freight services are provided between North Bay and other points in Northeastern Ontario. Highway freight services are the responsibility of Star Transfer Limited, a subsidiary of the ONTC that operates throughout Northeastern Ontario and south to Toronto and Hamilton. Another subsidiary, Ontario Northland Express Services, makes available LCL (less than carload lot) deliveries from six terminals located at New Lisk-eard, Kirkland Lake, Noranda, Timmins, Cochrane and Moosonee.

The Commission operates the provincially owned airline, **norOntair**, which serves 21 communities and serves as a feeder for Air Canada and Nordair in northeast and north-west Ontario. The latter airlines provide reservation facilities.

A passenger, car and truck **ferry**, the **M.S. Chi-Cheemaun**, is operated by the Owen Sound Transportation Company, a subsidiary of the ONTC, between Tobermory on the Bruce Peninsula and South Baymouth on Manitoulin Island from May through October. The Marine Services Department of the ONTC operates the Chief Commanda, a cruise **boat**, on Lake Nipissing from spring until fall, and manages a freight and passenger service between Moosonee and Moose Factory Island during the same period.

The ONTC provides the following **telecommunications** services in Northeastern Ontario: long distance telephone, private wire voice and teletype, commercial telegraph, radio and television transmission, mobile radio, special communications and local telephone. Consumer **electric** power is also available through the ONTC in Winisk and Fort Severn.

A further activity of the Commission is the operation of a goose **hunting** camp for six weeks each fall, east of Moosonee on the Harricanaw River.

Toronto Passenger Sales Office

Union Station
55 Front St. W.
Toronto M5J 1E6
416-965-4268

Toronto Freight Marketing Office

Union Station
55 Front St. W.
Toronto M5J 1E6
416-965-6388

Star Transfer Limited

60 Pine St. S.
Timmins P4N 7G6
705-264-2221

Owen Sound Transportation Company

Owen Sound N4K 5P5
(Tobermory Terminal
519-596-2212)
(South Baymouth
Terminal-705-859-3161)

ONTC Telecommunications

1500 Fisher St.
Northgate Square
North Bay P1B 2H3
705-472-4500, Ext. 331

ONTC

195 Regina St.
North Bay P1B 8L3
705-472-4500
(Rail Passenger Services,
Bus Services, Marine Services,
norOntair, Freight Marketing,
ONTC Express, Rail Freight,
Star Transfer)

ACTS

ACTS

NDM 12

The following is a list of Acts administered by the Ministry of Northern Development and Mines. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal services branch or information/communications branch.

Local Services Boards Act

Ministry of Northern Affairs Act

Ontario Northland Transportation Commission Act

Mining Act

Mining Tax Act

Ontario Mineral Exploration Program Act

MINISTRY OF REVENUE

33 King St. W.

Oshawa L1H 8H5

In 1968, the Department of Revenue was created when the Revenue Division, the Province of Ontario Savings Office, and the Deputy Provincial Treasurer, Revenue Office, were transferred from the Department of Treasury and Economics. In 1972, the Department of Revenue was renamed the Ministry of Revenue with the addition of the Assessment Division of the former Department of Municipal Affairs.

The Ministry administers the major taxing statutes of Ontario (such as the Corporations Tax Act, the Gasoline Tax Act, the Tobacco Tax Act, the Retail Sales Tax Act and the Land Transfer Tax Act). It conducts property assessments to provide the tax base for Ontario municipalities. It directs the Ontario Tax Credit program, the Guaranteed Annual Income System (GAINS), Ontario Property and Sales Tax Grants for Senior Citizens and the Small Business Development Corporations Program. It also operates the Province of Ontario Savings Office.

DEPUTY MINISTER'S OFFICE

AUDIT SERVICES BRANCH

REVENUE 1

33 King St. W.

Oshawa L1H 8H5

416-433-6484

This branch is responsible for the Ministry's audit functions which include the review and appraisal of Ministry accounting, financial and management controls.

LEGAL SERVICES BRANCH

REVENUE 2

33 King St. W.

Oshawa L1H 8H5

416-433-5657

This branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc.. The branch is responsible to the Attorney General's Office.

TAX REVENUE AND GRANTS PROGRAM

CORPORATIONS TAX BRANCH

REVENUE 3

33 King St. W.

Oshawa L1H 8H6

416-433-6500

This branch administers the **Corporations Tax Act** which deals with corporations income tax (based on taxable income) and capital tax (based on taxable paid-up capital), consents to revive or surrender charters or to dissolve a corporation voluntarily. It also deals with the special tax on **insurance** companies based on taxable insurance premiums.

GUARANTEED INCOME AND TAX CREDIT BRANCH

33 King St. W.

Oshawa L1H 8H5

In Metro Toronto, dial 965-8470

Area Code 416 (except Oshawa free-calling area),
dial 1-800-263-7700

Oshawa free-calling area, dial 433-5155

Area Code 807, dial 1-800-263-3792

All other areas dial 1-800-263-3960

REVENUE 4

Guaranteed Annual Income System (GAINS A) ensures qualifying Ontario residents 65 or over a guaranteed monthly income. **Senior citizens** who receive the Old Age Security pension (OAS) and Guaranteed Income Supplement (GIS) will automatically receive GAINS if their monthly income falls below the guaranteed level. For more information call one of the telephone numbers listed above, free of charge.

Ontario Tax Credits consist of a Property Tax Credit, a Sales Tax Credit and a Political Contribution Tax Credit. The first two credits are designed to help people with low or moderate incomes pay their municipal **property tax** or **rent**, and **retail sales tax**. Even people with no taxable income may claim by filing a federal income tax return and completing the mauve Ontario Tax Credit form included in the federal kit. (People 65 or older are not eligible for these credits but are eligible for Ontario Tax Grants, described separately). The third, the **Political Contribution Tax Credit** may be claimed by people who made a contribution to a registered Ontario political party, a constituency association or a registered candidate in a provincial election. This credit may be claimed only if there is provincial tax payable after deducting the amount claimed under the first two credits. For more information call one of the telephone numbers listed above, free of charge.

Ontario Tax Grants allow Ontario resident **senior citizens** 65 or older who pay **property tax** or **rent** to claim a **Property Tax Grant** of up to \$500. Applications for this **Grant** will be mailed annually to all **senior citizens** who are Old Age Security (OAS) recipients and who have previously completed an eligibility application and who have qualified. **Retail Sales Tax Grant** of \$50 will be mailed automatically to all OAS recipients and other previously qualified pensioners every year. Persons turning 65 after mid year will qualify for OAS will automatically receive their Retail Sales Tax Grant and an application for the Property Tax Grant, sent towards the year end. All other seniors may phone the above toll-free telephone numbers for application details on both of the grants.

MOTOR FUELS AND TOBACCO TAX BRANCH

33 King St. W.

Oshawa L1H 8H9

416-433-6393

REVENUE 4

This branch administers and collects **tax** on the sale of **fuels** taxed under the **Gasoline Tax Act** (gasoline, aviation fuel), the **Fuel Tax Act** (diesel fuel) and the **Tobacco Tax Act** (cigarettes, tobacco, cigars). The branch provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors.

The branch also administers the **Small Business Development Corporations Act**, the **Land Transfer Tax Act** and the **Provincial Land Tax Act**. The **Small Business Development**

Corporations (SBDC) Program encourages private sector investment in small businesses in Ontario and the provision of business and managerial expertise; individual investors who buy new equity shares in an SBDC receive a **grant** of 30% of their investment and **corporations** receive a 30% credit against their Ontario corporations income tax, where the investment is in a small business in northern or eastern Ontario. Otherwise, the grant or tax credit is 25% of the investment.

Land Transfer Tax is a tax on individuals or corporations registering land or an interest in land in Ontario. It is one-half of 1 per cent on the first \$55,000 and 1 per cent on the rest. Non-residents of Canada pay 20% tax on restricted land (farm land, recreational land, etc.). Land Transfer Tax is paid to the Land Registrar before a conveyance is registered. **Provincial Land Tax** is a tax collected from landowners in **unorganized territories**. (For property assessments for this tax, contact closest regional assessment office, listed under Field Operations Branch, see entry REVENUE 14).

The branch is also administering three acts, which have been repealed, during their phase-out period: the **Succession Duty Act**, the **Gift Tax Act** and the **Motor Vehicle Fuel Tax Act**.

RETAIL SALES TAX BRANCH

REVENUE 6

13 King St. W.

P.O. Box 623

Oshawa L1H 8H5

16-433-6170

This branch administers the **retail sales tax** program in Ontario. This tax is collected by vendors from consumers at the time of purchase on most goods, services and prices of admission. The branch operates offices throughout Ontario which issue **vendor permits** (Provincial Sales Tax licences) and provide information concerning exemptions and other aspects of the Retail Sales Tax including vendor information for those starting a **business**. Tax advice is given in numerous forms: taxpayers' specific questions are answered by telephone, letter or in person; Sales Tax Guides are published about many areas of retail sales tax, and a series of publications, seminars, lectures, exhibits, displays and visits to businesses promote general awareness of the tax. Rebates or refunds of tax are given under various circumstances; for example, if consumers paid tax in error, or if goods are removed from Ontario by tourists. The Retail Sales Tax offices will assist taxpayers in making an application for a rebate or refund. Audits are done to ensure that tax is collected and paid in the correct way. Tax collected under the **Race Tracks Tax Act** is also administered by the branch.

If inquiries about retail sales tax should be made to one of the offices listed below. Long-distance callers may contact the office in their area by using toll-free lines, which are effective only in an office's area of responsibility.

11 Dundas St. E.

Wellsville K8N 1E2

3-962-9108

Smith 37100

Counties of Haliburton, Hastings,

Northumberland,

Northborough, Prince Edward)

119 King St. W., P. O. Box 2112

Hamilton L8N 3Z9

416-521-7504

Toll-free in area codes 416, 519

1-800-263-9229

Toll-free in area code 416

1-800-263-9238

(County of Brant, Regional
Municipalities of Haldimand-
Norfolk, Hamilton-Wentworth,
Niagara)

449 Belmont Ave. W.

Kitchener N2M 1N2

519-576-8400

Toll-free in area code 519

1-800-265-8700

Toll-free in area codes 416, 705

1-800-265-2303

(Counties of Huron, Perth,
Wellington, Bruce, Dufferin, Grey,
Regional Municipality of Waterloo)

310 Wellington Rd. S.

London N6C 4P4

519-433-3901

Toll-free 1-800-265-1540

(Counties of Elgin, Lambton,
Middlesex, Oxford)

2 Robert Speck Pkwy., Ste. 350

Mississauga L4Z 1H8

416-273-9490

Toll-free 1-800-268-2968

(Regional Municipalities of
Halton, Peel)

1500 Fisher St.

Northgate Plaza

North Bay P1B 2H3

705-474-4900

Toll Free 1-800-461-1564

(Districts of Cochrane, Nipissing,
Parry Sound, Timiskaming)

19 Front St. N.

P. O. Box 670

Orillia L3V 6K5

705-325-9587

Zenith 37100

(County of Simcoe, District
Municipality of Muskoka,
Regional Municipality of York:
Township of Georgina,
East Gwillimbury)

33 King St. W.

P. O. Box 629

Oshawa L1H 8K1

416-433-6240

Zenith 37100

(County of Victoria, Regional
Municipality of Durham)

1355 Bank St.

Ottawa K1H 8K7

613-523-9760

Toll-free 1-800-267-9745

(Regional Municipality of
Ottawa-Carleton, Counties of
Addington, Dundas, Frontenac,
Glengarry, Grenville, Lanark,
Leeds, Lennox, Prescott,
Renfrew, Russell, Stormont)

199 Larch St., 6th Flr.

Ontario Government Bldg.

Sudbury P3E 5P9

705-675-4351

Toll-free 1-800-461-1564

(Districts of Algoma, Manitoulin,
Sudbury, Regional Municipality
of Sudbury)

435 James St. S.

P. O. Box 5000

Thunder Bay P7C 5G6

807-475-1681

Toll-free 1-800-465-5025

(Districts of Kenora, Rainy River,
Thunder Bay)

2300 Yonge St.
Toronto M4P 1H6
 416-487-1361
 Zenith 71800
 (Regional Municipality of
 Metropolitan Toronto,
 Regional Municipality of York:
 Towns of Aurora, Markham,
 Newmarket, Richmond Hill, Vaughan,
 Whitchurch-Stouffville,
 Township of King)

250 Windsor Ave.
 Ontario Government Bldg.
Windsor N9A 6V9
 519-252-4404
 Toll-free 1-800-265-1540
 (Counties of Essex, Kent)

SPECIAL INVESTIGATIONS BRANCH

REVENUE 7

33 King St. W.
 Oshawa L1H 8H5
 416-433-6900

This branch undertakes special audits and investigations regarding **tax** compliance problems, with special emphasis on the prevention of tax evasion, and recommends prosecution where there is evidence of evasion. It also deals with voluntary disclosure of tax irregularities.

TAX APPEALS BRANCH

REVENUE 8

33 King St. W.
 Oshawa L1H 8H5
 416-433-6029

This branch processes all appeals filed under the following statutes administered by the Ministry: the **Corporations Tax Act**, the **Fuel Tax Act**, the **Gasoline Tax Act**, the **Land Transfer Tax Act**, the **Motor Vehicle Fuel Tax Act**, the **Retail Sales Tax Act**, the **Tobacco Tax Act**, the **Ontario Guaranteed Annual Income Act**, the **Ontario Pensioners Property Tax Assistance Act** and the **Small Business Development Corporations Act**. This service consolidates the appeal functions previously performed independently by branches of the Ministry. Forms may be obtained by contacting the branch or local Retail Sales Tax Offices (see list under this Ministry's Retail Sales Tax Branch entry **REVENUE 6**).

TAX SYSTEM OPERATIONS AND DESIGN DIVISION

REVENUE AND OPERATIONS RESEARCH BRANCH

REVENUE 9

33 King St. W.
 Oshawa L1H 8H5
 416-433-5623

This branch is responsible for providing staff support to the Tax Revenue Program including the coordination of the planning, resource allocation and control process; the development of techniques to increase the efficiency and effectiveness of administrative and delivery mechanisms of branches within the program; **tax** related **research**; the monitoring of tax revenue and the coordination of changes in legislation.

The branch is also responsible for liaison between the Ministries of Revenue, and Treasury and Economics, as well as other federal and provincial **tax** authorities.

TAXATION DATA CENTRE

REVENUE 10

33 King St. W.
Oshawa L1H 8H5
416-433-5858

This branch is responsible for processing revenues received under the **taxing** statutes as well as the payment of refunds and grants to the public. The branch also provides data processing support for the Tax Revenue and Grants Program.

TAXPAYER SERVICES BRANCH

REVENUE 11

33 King St. W.
Oshawa L1H 8H5
416-433-6127

This branch provides information about Ontario **taxes** and tax assistance programs to the general public for such programs and taxes as Ontario Tax Grants for Seniors, Ontario Tax Credits, Guaranteed Annual Income System (GAINS), Corporations Tax and Motor Fuel and Tobacco Tax.

Call the Telephone Information Centre free of charge from anywhere in the Province: in Metro Toronto, dial 965-8470; in Area Code 416 (except in Oshawa free-calling area) dial 1-800-263-7700; in Oshawa free-calling area dial 433- 5155; in Area Code 807 dial 1-800-263-3792; and in all other areas dial 1-800- 263-3960.

Metro Toronto residents can visit the **Public Enquiry Centre**, 50 Grosvenor Street, Toronto (one block south of Wellesley Street, west of Bay Street). The Centre provides information and assistance on Ministry programs to the public, particularly **senior citizens**; accepts tax payments; and also accepts nil tax returns, where permissible.

The branch also produces **publications** and other communications material for the Ministry's tax programs.

ASSESSMENT PROGRAM

POLICIES AND PRIORITIES BRANCH

REVENUE 12

33 King St. W.
Oshawa L1H 8H5
416-433-5757

This branch provides staff support to the Assistant Deputy Minister. It is responsible for monitoring the effectiveness of **assessment** policy and legislation, for policy liaison with federal, provincial and municipal authorities, for strategic planning, budgeting and evaluation, and for public information.

ASSESSMENT SERVICES DIVISION

DATA SERVICES AND DEVELOPMENT BRANCH

REVENUE 13

33 King St. W.
Oshawa L1H 8H5
416-433-5680

This branch is responsible for **assessment** information management, including the supply of **computer** data services to Regional Assessment Offices, municipalities and school

boards. It also develops new assessment and data processing systems, including **OASYS (Ontario Assessment System)**.

FIELD OPERATIONS BRANCH

REVENUE 14

33 King St. W.
Oshawa L1H 8H5
416-433-5805

Through regional offices throughout Ontario (listed below), this branch assesses all **real property** for purposes of municipal and school taxation and, in **unorganized territories**, for **Provincial Land Taxes**. It undertakes **municipal enumerations** which produce municipal **voters** lists, lists of persons who can be called for **jury** duty, identification of supporters for **schools** and demographic **statistics**. The branch serves municipal governments, other Ontario ministries which use data as a basis for distribution of municipal grants, and other programs. Inquiries regarding property taxation, tax certificates, municipal voters lists and municipal population should be referred to the clerk or treasurer of the appropriate municipality. School support issues should be referred to the relevant public or separate school board.

REGIONAL ASSESSMENT OFFICES

(Zenith numbers are effective only
in an office's area of
responsibility)

P. O. Box 712
2479 Parkdale Ave.
Brockville K6V 5V8
613-342-8242
If long distance dial
1-800-267-0836
(Lanark, Leeds, Grenville)

109 Ferris Lane
Barrie L4M 2Y1
705-728-2270
If long distance dial
1-800-461-4316
(Simcoe)

150 Main St., 4th Flr.
Cambridge N1R 1W3
519-623-5210
In Kitchener dial 653-7356
If long distance ask operator
for Zenith 67140
(Waterloo)

P. O. Box 150
Pine St. E.
Bracebridge P0B 1C0
705-645-5204
If long distance dial
1-800-461-4316
(Muskoka)

P. O. Box 1140
435 Grand Ave. W.
Chatham N7M 5L8
519-354-5460
If long distance dial
1-800-265-0584
(Kent, Lambton)

63 Charing Cross
Brantford N3R 7K9
519-759-6310
If long distance dial
1-800-265-9990
(Brant, Haldimand-Norfolk)

132 Second St. E.
Box 219
Cornwall K6H 5S7
613-933-7100
If long distance dial
1-800-267-7194
(Prescott, Russell, Stormont,
Dundas, Glengarry)

57 Napier St.
P. O. Box 190
Goderich N7A 3Z2
519-524-7326
If long distance dial
1-800-265-5192
(Huron, Perth)

286 Victoria Rd. N.
Guelph N1E 5J3
519-821-7440
If long distance dial
1-800-265-8365
(Dufferin, Wellington)

119 King St. W.
Box 2112
Provincial Office Tower
Hamilton L8N 3Z9
416-521-7469
(Wentworth)

1055 Princess St., Ste. 201
Ontario Government Bldg.
Kingston K7L 4Y8
613-547-3401
If long distance
ask operator for Zenith 47360
(Frontenac, Lennox, Addington)

33 Lindsay St. S.
P. O. Box 267
Lindsay K9V 4S1
705-324-1622
If long distance
in area code 705 dial 1-800-461-0314
in area codes 416, 519, 613, dial
1-800-461-0317
(Haliburton, Peterborough,
Victoria)

1420 Wellington Rd.
Superstore Mall
London N6E 3A2
519-681-0050
If long distance
ask operator for Zenith 63310
(Elgin, Middlesex, Oxford)

2 Robert Speck Pkwy., 4th Flr.
Mississauga L4Z 1T3
416-270-8050
If long distance dial
1-800-268-2936
in area code 519 only
ask operator for Zenith 86730
(Halton-Peel)

460 Oak St.
Newmarket L3Y 3X6
416-895-8644 (Newmarket)
If long distance
in area code 416, dial
1-800-263-3224
in area codes 519, 613, 705, dial
1-800-263-3233
(York)

1650 Main St. W.
P. O. Box 167
North Bay P1B 8H2
705-474-6150
If long distance
ask operator for Zenith 51280
(Nipissing, Parry Sound)

161 Laurier Ave. W.
Ottawa K1P 5J2
613-236-5600
If long distance
ask operator for Zenith 45980
(Ottawa-Carleton)

345 Eighth St. E.
P. O. Box 670
Owen Sound N4K 5R4
519-371-1121
If long distance dial
1-800-265-3187
(Bruce, Grey)

24 Pembroke St. W.
Pembroke K8A 5M3
613-735-0181
If long distance dial
1-800-267-1095
(Renfrew)

180 Brock St.
 P. O. Box 1166
Sault Ste. Marie P6A 3B7
 705-949-3941
 If long distance dial
 1-800-461-2207
 (Algoma)

43 Church St.
 Box 1270
St. Catharines L2R 7A7
 416-688-0233
 If long distance dial
 1-800-263-5753
 (Niagara)

199 Larch St., 12th Flr.
 Provincial Tower
Sudbury P3E 5P9
 705-675-4200
 If long distance
 ask operator for Zenith 49860
 (Manitoulin, Sudbury)

55 Doncaster Ave.
Thornhill L3T 1L7
 416-889-9503
 (North York)

115 Johnson Ave.
Thunder Bay P7B 2V9
 807-345-1221
 If long distance
 ask operator for Zenith 50960
 (Kenora, Rainy River, Thunder Bay)

479 Government Rd.
 P. O. Box 3000
Dryden P8N 3B3
 807-223-5351
 If long distance
 ask operator for Zenith 50960
 (Thunder Bay Sub-Office)

333 Mowat Ave.
Fort Frances P9A 1Z1
 807-274-3283
 If long distance
 ask operator for Zenith 50960
 (Thunder Bay Sub-Office)

300 McClellan Ave.
Kenora P9N 1A8
 807-468-5585
 If long distance
 ask operator for Zenith 50960
 (Thunder Bay Sub-Office)

145 Wilson Ave.
Timmins P4N 2T2
 705-264-9455
 If long distance
 ask operator for Zenith 98395
 (Cochrane, Timiskaming)

23 Prospect Ave.
 Box 275
Kirkland Lake P2N 3H7
 705-567-9285
 If long distance
 ask operator for Zenith 98395
 (Timmins Sub-Office)

90 Eglinton Ave. E., Ste. 300
Toronto M4P 3A5
 416-486-6300
 (City of Toronto)

7 Overlea Blvd.
Toronto M4H 1A8
 416-423-1240
 (Scarborough, East York)

4 Eva Rd.
Toronto (Etobicoke) M9C 2A8
 416-621-9400
 (Etobicoke, York)

80 Division St.
 P. O. Box 520
Trenton K8V 5R7
 613-392-2501
 If long distance
 area code 613, dial
 1-800-267-0538
 area codes 416, 819, 705, dial
 1-800-267-0542
 (Hastings, Northumberland, Prince
 Edward)

605 Rossland Rd. E.
Box 270
Whitby L1N 5S1
416-668-9351
If long distance
ask operator for Zenith 67140
(Durham)

250 Windsor Ave., 5th Flr.
Windsor N9A 6V9
519-254-3771
If long distance dial
1-800-265-5841
(Essex)

SPECIAL PROPERTIES BRANCH

REVENUE 15

33 King St. W.
Oshawa L1H 8H5
416-433-5700

This branch provides valuation expertise and advice to regional **assessment** offices on properties of all types. It also undertakes the defence of complex assessments under judicial appeal and develops assessment valuation procedures and techniques.

PROVINCE OF ONTARIO SAVINGS OFFICE

PROVINCE OF ONTARIO SAVINGS OFFICE

REVENUE 16

The Province of Ontario Savings Office (**POSO**), established in 1921, operates twenty-one branches in fifteen Ontario communities which provide **banking** services to the public. Deposits received by POSO from the public are carried in individual accounts which pay competitive interest rates with free chequing privileges. Other financial services such as safety deposit boxes, travellers' cheques, money orders and the purchase and sale of securities are available. Offices across Ontario are listed alphabetically by community:

34-36 Talbot St.
Alymer N5H 1J7
519-765-1286

171 Sparks St.
Ottawa K1P 5B9
613-566-3700

138 Dalhousie St.
Brantford N3T 2J3
519-753-4131

825 Second Ave. E.
Owen Sound N4K 5P3
519-376-6025

153 Wyndham St. N.
Guelph N1H 4E9
519-821-2101

40 Pembroke St. W.
Pembroke K8A 6X3
613-732-7821

2 King St. W.
Hamilton L8P 1A1
416-528-6391

49 Main St. S.
Seaforth N0K 1W0
519-527-0210

318 Ottawa St. N.
Hamilton L8H 4A1
416-547-6202

106 King St.
St. Catharines L2R 6W8
416-688-4661

353 Richmond St.
London N6A 3C2
519-432-1197

134 Queen St.
St. Marys N0M 2V0
519-284-2260

328 Bay St.
Toronto M5H 2S7
 416-363-7282

97 Danforth Ave.
Toronto M4K 1N2
 416-463-1117

2035 Danforth Ave.
Toronto M4C 1J8
 416-698-8320

Queen's Park, Rm. M1-40
 Macdonald Block
Toronto M7A 2A9
 416-965-1785

112 St. Clair Ave. W.
Toronto M4V 2Y3
 416-925-3887

439 University Ave.
Toronto M5G 1Y8
 416-965-3891

236 Durham St.
Walkerton N0G 2V0
 519-881-3321

372 Ouellette Ave.
Windsor N9A 1A6
 519-254-4324

396 Dundas St.
Woodstock N4S 1B7
 519-537-8194

SUPPORT SERVICES DIVISION

ADMINISTRATIVE AND FINANCIAL SERVICES BRANCH

33 King St. W.
 Oshawa L1H 8H5
 416-433-5905

REVENUE 17

The Administration Section (433-5999) provides the Ministry with purchasing, storage, mailing, security and other central services.

The Finance Section (433-5915) processes accounts payable and provides accounting services for all expenditures including payroll and employee benefits.

COMMUNICATIONS SERVICES

33 King St. W.
 Oshawa L1H 8H5
 416-433-5780

REVENUE 18

Communications Services informs the public, client groups and the media about the Ministry's activities. It establishes communications policy for the Ministry, provides communications support to the Minister and Deputy Minister and advises branches on communications matters. As well, it provides audio-visual, photographic, graphics and exhibit services to the Ministry. Other activities include advertising agency liaison and publication production/distribution.

Communications administers a **library** (433-6135) covering aspects of **tax**, **property assessment**, **public finance**, legislation and government and **business** administration. The Public Information Centre (Ministry **reading room**), attached to the library, provides public access to all Ministry publications, statutes, regulations, and most manuals and internal procedures used by the Ministry.

Communications also coordinates the Ministry **French** language and customer service programs.

FINANCE AND PRIORITIES PLANNING BRANCH

REVENUE 19

33 King St. W.
Oshawa L1H 8H5
416-433-5660

This branch is responsible for developing the Ministry financial and resource plan. It prepares and coordinates the Ministry estimates through all stages and develops and administers the Ministry operational performance and control (Management by Results). The branch maintains the Ministry resource utilization and control system and reallocates as necessary. It acts as the Ministry liaison point with central agencies, especially Management Board, and assists the Deputy Minister and other senior management by providing management information and support.

MANAGEMENT SYSTEMS BRANCH

REVENUE 20

33 King St. W.
Oshawa L1H 8H5
416-433-6797

This branch provides services and studies in data and word processing, business systems, forms control and design, and records management. In addition, it acts in a management consulting capacity, providing assistance to other branches in the area of planning, designing and implementing computer systems.

PERSONNEL SERVICES BRANCH

REVENUE 21

33 King St. W.
Oshawa L1H 8H5
416-433-6092

This branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the coordination and delivery of staff training and development, the investigation of employee grievances, and all matters affecting working conditions and performance. The branch maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU). The branch also plans, develops and coordinates the **Affirmative Action Program** to improve the status of the Ministry's female employees with the ultimate aim of ensuring equal opportunity for women.

ACTS

ACTS

REVENUE 22

The following is a list of Acts administered by the Ministry of Revenue. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal services branch or information/communications branch.

Agricultural Development Finance Act

Assessment Act

City of Toronto 1981 Assessment Complaints Act, 1982

Corporations Tax Act
Fuel Tax Act, 1981 (in force Sept. 1, 1982)
Gasoline Tax Act
Income Tax Act
Land Transfer Tax Act
Ministry of Revenue Act
Motor Vehicle Fuel Tax Act (see Fuel Tax Act, 1981)
Ontario Guaranteed Annual Income Act
Ontario Pensioners Property Tax Assistance Act
Provincial Land Tax Act
Race Tracks Tax Act
Retail Sales Tax Act
Small Business Development Corporations Act
Succession Duty Act Supplementary Provisions Act, 1980
Tobacco Tax Act

MINISTRY OF SKILLS DEVELOPMENT

101 Bloor St. W., 13th Flr.

Toronto, M5S 1P7

416-965-8282

The creation of the Ministry of Skills Development, announced on March 22, 1985, reflected the urgent priority to consolidate the Government's extensive training, experience and employment initiatives, to upgrade the capacity of the Government to respond to immediate and changing labour market needs, to provide both a consistent public perspective on the Government's efforts and a single window in dealing with the Federal Government in this area of dual jurisdiction.

Ontario's involvement in the area of skills development had grown rapidly in recent years. The Government had 31 training programs administered by 12 different ministries and agencies. Another 16 youth employment and experience programs existed under the administration of six ministries. Better co-ordination of a number of these programs was initiated in 1984 under the umbrella of Ontario Youth Opportunities and the Ontario Skills Fund. The creation of the new Ministry of Skills Development extends and consolidates this process.

The new Ministry encompasses the Skills Development Division from the Ministry of Colleges and Universities; the Youth Secretariat from the former Secretariat for Social Development; the Youth Commissioner, Ontario Youth Opportunities and the Ontario Skills Fund from the Ministry of Treasury and Economics; the Ontario Manpower Commission from the Ministry of Labour and the Youth Employment Program from the former Ministry of Municipal Affairs and Housing.

The objectives of the new Ministry are: to develop and upgrade skills which will enhance the employability of individuals; to contribute to Ontario's economic growth by helping employers achieve their skills development goals; to improve access to training and employment opportunities for employed and unemployed individuals, persons with special needs and targeted groups that encounter particular employment barriers and to coordinate institutional and on-the-job training programs in order to increase training effectiveness and employment mobility.

DEPUTY MINISTER'S OFFICE

LEGAL SERVICES

101 Bloor St. W., 13th Flr.

Toronto M5S 1P7

416-965-5924

SKILLS 1

This unit provides the Ministry of Skills Development with general legal services and counselling on legal matters such as interpretation of statutes and regulations and preparation and review of proposed legislation, regulations and other legal documents.

COMMUNICATIONS BRANCH

101 Bloor St W, 12th Flr.

Toronto M5S 1P7

416-965-8276

SKILLS 2

The Communications Branch provides communications support to the Minister, Deputy Minister and program branches. Activities include media liaison, answering public enquiries.

ries, producing and distributing publications, news releases, speeches and audio visual materials, special promotions, etc..

ONTARIO YOUTH COMMISSIONER

SKILLS 3

102 Bloor St. W., Ste. 300

Toronto M5S 1M8

416-965-5722

The Ontario Youth Commissioner advises the Ministry on **youth employment** strategy and involves communities and the private sector in resolving the problem of **youth** unemployment. The Commissioner has initiated the establishment of **Youth Trusts** throughout Ontario (Youth Trusts are community action groups whose objective is to reduce youth unemployment at a local level). The Commissioner administers the **Youth Trust Fund**, which subsidizes exceptional employment-related projects and provides limited **financial assistance** to support Youth Trust activities where need is demonstrated.

YOUTH EMPLOYMENT SERVICES BRANCH

SKILLS 4

700 Bay St., 2nd Flr.

Toronto M5G 1Z6

416-965-3540

The Youth Employment Services Branch administers **youth employment** programs and operates a telephone hotline (1-800-387-0777) to provide information to youth and employers.

The branch administers various **youth** employment programs. **FUTURES** provides disadvantaged young people with **counselling**, basic life skills and work placements to enhance their skills and employability. Placements are guaranteed for up to one year in exchange for a young person's commitment to educational upgrading. **FUTURES** is administered through local youth employment counselling centres and community colleges.

The **Ontario Youth Employment Program (OYEP)** and the **Experience Program** (in Toronto 585-7399, elsewhere in Ontario 1-800-387-1290) provide **subsidies** to **employers** to create summer jobs for young people. OYEP is available to private sector employers. Under the Experience program, Ontario government ministries sponsor projects through their own offices and their associated community agencies.

Youth Enterprise encourages entrepreneurial activity among young people and helps them develop entrepreneurial skills. Two loan programs, **Student Venture Capital** and **Youth Venture Capital**, operate under Youth Enterprise. **Loans** are available to students who wish to operate summer businesses. More information is available by calling the toll free **Youth Hotline 1-800-387-0777**.

The branch funds community-based **Youth Employment Counselling Centres** which help unemployed young people develop the skills necessary to secure employment.

ONTARIO MANPOWER COMMISSION

SKILLS 5

500 University Ave., Ste. 610

Toronto M5G 1V7

416-965-2820

The Ontario Manpower Commission was established in 1979 to consist of not fewer than five members to be appointed upon the recommendation of the Minister by Order-In-Council.

The commission has undertaken specific studies of selected occupational areas, industrial sectors and segments of the labour force.

The commission has also been involved in the establishment of the **Task Force on Employment and New Technology**. This labour-management task force was appointed in May, 1984, to study the **employment** implications of new **technology** in Ontario over the 1985-1995 period.

In the field of human resources planning, the Ontario Manpower Commission has undertaken a number of activities to encourage **employers** to develop active human resources planning, often in conjunction with the Canada Employment and Immigration Commission. These activities have included a business-labour human resources planning conference, employer workshops, and a human resource study of the automotive industry.

TRAINING SERVICES
434 University Ave., 5th Flr.
Toronto M5G 1R6
416-963-2709

SKILLS 6

This unit administers the **Ontario Help Centres Program**, which assists approved community based organizations that provide employment counselling, job readiness assistance and follow-up support to unemployed **adults**. It also administers the **Training Trust Fund**, which supports eligible Trust Funds in the first year of operation (after approval and to a maximum of \$100,000) with a contribution equal to one-half of the total employer and employee contributions to the fund.

EMPLOYMENT TRAINING BRANCH
Mowat Block,
900 Bay St., 9th Flr.
Toronto M7A 1L2
416-965-1100

SKILLS 7

The Employment Training Branch is responsible for the administration of industrial and business programs designed to contribute to Ontario's economic growth by assisting employers and individuals to achieve their **skills development** goals.

Programs delivered through the Special Programs Section (963-1100) include: **Training in Business and Industry (TIBI)**; **Ontario Training Incentive Program (OTIP)**; **National Industrial Training Program (NITP)**; and the **Ontario Management Development Program (OMDP)**. It is also responsible for liaison with the province's **Community Industrial Training Committees (CITC)**, which assess community needs for the employment of skilled workers and help to implement training for **adults**.

The Apprenticeship (963-3114), Enforcement (965-6157) and Field Services sections are engaged in the administration and enforcement of the **Apprenticeship and Tradesmen's Qualification Act** and its regulations. It also develops, maintains, approves and reviews competency assessment, curriculum and training standards materials for Apprenticeship and Ontario Modular Training Programs.

Industrial Training Consultants assist active and potential trainees, employers and labour representatives with their skills development needs and monitor the effectiveness and efficiency of training programs.

Regulations under the **Apprenticeship and Tradesmen's Qualification Act** set standards

and conditions of training for employment in regulated trades. Compulsory **trade certification** is required for the following: construction (e.g., electricians, plumbers, refrigeration and air-conditioning mechanics, sheet metal workers, steam fitters, etc.); motive power trades (e.g., motor vehicle mechanics, auto body repairers) and service trades (e.g., hairstylists). Certification is voluntary for many other regulated trades (e.g., carpenters, machinists, tool and die makers, mould-makers).

Industrial Training Consultants are located in 28 communities throughout Ontario, listed below:

Ontario Government Bldg.
114 Worsley St.
Barrie L4M 1M1
705-737-1431
If long distance, ask operator
for Zenith 20860

210 Dundas St. E., Ste. 305
Belleville K8N 5G8
613-968-5558
If long distance, ask operator
for Zenith 20860

14 Holiday Inn Dr.
P. O. Box 1750
Brantford N3T 5V7
519-756-5197
If long distance, ask operator
for Zenith 20860

Ontario Government Bldg.
Oxford St., Box 1511
Brockville K6V 5Y6
613-342-5481
If long distance, ask operator
for Zenith 20860

St. Clair College
Thames Campus
P. O. Box 2017
Chatham N7M 5W4
519-354-9100

St. Lawrence College
Mille Roches Hall
801-4th St. E.
Cornwall K6H 2K2
613-938-9702
If long distance, ask operator
for Zenith 20860

Ontario Government Bldg.
119 King St. W., 7th Flr.
P. O. Box 2112
Hamilton L8N 3Z9
416-521-7764
If long distance, ask operator
for Zenith 20860

1229 Valley Dr.
Kenora P9N 1S8
807-468-3325
If long distance, ask operator
for Zenith 20860

Ontario Government Bldg.
1055 Princess St., Ste. 306
Kingston K7L 5T3
613-547-2271
If long distance, ask operator
for Zenith 20860

520 First St., Unit 19
London N5V 3C6
519-453-7190
If long distance, ask operator
for Zenith 20860

1500 Fisher St.
Northgate Plaza, 2nd Flr.
North Bay P1B 2H3
705-474-5546
If long distance, ask operator
for Zenith 20860

132 Allan St.
Oakville L6J 3N5
416-842-2454
If long distance, ask operator
for Zenith 20860

Durham College
Adult Training Centre
P. O. Box 385

Oshawa L1H 7L7

416-576-0171

If long distance, ask operator
for Zenith 20860

1355 Bank St., Ste. 406

Ottawa K1H 8K7

613-731-7100

If long distance, ask operator
for Zenith 20860

220 11th St. E., Ste. 108

Nor-Towne Plaza

Owen Sound N4K 1T9

519-376-5790

If long distance, ask operator
for Zenith 20860

315 Pembroke St. E., Rm. 101

Pembroke K8A 3K2

613-735-3911

If long distance, ask operator
for Zenith 20860

306 George St. N.

Peterborough K9J 3H2

705-743-4172

If long distance, ask operator
for Zenith 20860

Court House Bldg.

59 Church St., Rm. 4124

P. O. Box 1240

St. Catharines L2R 7A7

416-684-8543

If long distance, ask operator
for Zenith 20860

1323 Exmouth St., Ste. 203

Sarnia N7S 3Y1

519-542-7705

If long distance, ask operator
for Zenith 20860

421 Bay St.

Station Tower, 4th Flr.

Sault Ste. Marie P6A 1X3

705-942-4420

If long distance, ask operator
for Zenith 20860

450 Notre Dame Ave.

Sudbury P3C 5K8

705-675-4481

If long distance, ask operator
for Zenith 20860

1265 East Arthur St.

West Arthur Place, 4th Flr.

Thunder Bay P7E 6E7

807-475-1605

If long distance, ask operator
for Zenith 20860

20 Wilcox St.

Timmins P4N 3K6

705-264-2354

If long distance, ask operator
for Zenith 20860

558 Yonge St., 2nd Flr.

Toronto M4Y 1Z1

416-965-4211

(Central)

2380 Eglinton Ave. E.

Kenlinton Plaza, 2nd Flr.

Toronto M1K 5G5

416-750-3533

(East)

3232 Bloor St. W., 2nd Flr.

Toronto M8X 1E5

416-233-3281

(West)

If long distance, ask operator
for Zenith 20860

421 King St. N.

Waterloo N2J 4E4

519-884-5460

If long distance, ask operator
for Zenith 20860

1427 Ouellette Ave., 2nd Flr.
Windsor N8X 1K1
 519-254-8654
 If long distance, ask operator
 for Zenith 20860

FINANCE AND ADMINISTRATION DIVISION

SKILLS 8

101 Bloor St. W., 12th Flr.
 Toronto M5S 1P7
 416-965-8634

This Division provides corporate financial, personnel, audit and administrative support to the Ministry.

POLICY AND PROGRAM DEVELOPMENT DIVISION

SKILLS 9

101 Bloor St. W., 12th Flr.
 Toronto M5S 1P7
 416-965-8634

The Division provides support to the Deputy Minister and senior management of the Ministry through the development and coordination of policy, the maintenance of the policy system, the strategic planning process, the preparation of priority guidelines, the assessment of policy proposals from within and outside the ministry and the evaluation of potential impacts of external factors likely to affect existing or future activities of the ministry. The Division is also responsible for ministry-wide resource allocation, operational planning and budgeting, resource planning and the evaluation of ministry programs. Other specific activities include program design, federal-provincial negotiations, interministerial liaison and coordination, analysis of labour market information and occupational analyses, profile and training standard development.

Publications include **Training as a Strategic Investment for Economic Growth** (available to the public).

ACTS

ACTS

SKILLS 10

The Minister of Skills Development administers the following Acts.

Apprenticeship and Tradesmen's Qualification Act
 Ontario Youth Employment Act

MINISTRY OF THE SOLICITOR GENERAL

25 Grosvenor St.

Toronto M7A 1Y6

416-965-5212 General Inquiry

The Ministry of the Solicitor General was created in 1972 by the Ministry of the Solicitor General Act, 1972. It is responsible for law enforcement and public safety in Ontario. Its programs include supervision of the Ontario Provincial Police, the Ontario Police Commission, the Ontario Police Arbitration Commission, the Chief Coroner's Office, the Centre of Forensic Sciences, the Office of the Fire Marshal, Forensic Pathology, and Emergency Measures.

OFFICE OF THE DEPUTY SOLICITOR GENERAL

LEGAL BRANCH

SOL GEN 1

25 Grosvenor St., 11th Flr.

Toronto M7A 1Y6

416-965-3440

Legal Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc.. The Legal Branch is responsible to the Attorney General's Office.

LEGAL BRANCH

SOL GEN 2

RETAIL BUSINESS HOLIDAYS ACT

416-922-5450

The **Retail Business Holidays Act** (commonly referred to as the 'store closing law') came into force Jan. 1, 1976 to provide for common days of rest on which retailing is kept to a minimum and leisure time activity is encouraged. It requires Ontario retail **business** establishments to close each Sunday, New Year's Day, Good Friday, Victoria Day, Dominion Day, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day. Certain business establishments are exempt. The law is enforced by the police. Telephone number 922-5450 provides recorded information on the Act. If faced with a legal problem or in order to get an authoritative interpretation of the law, refer to the Act or consult a lawyer. The Act is available from the Ontario Government Bookstore, 880 Bay St., Toronto, 965-2054 (see entry MGS 30). An explanatory pamphlet is also available by writing to: Store Closing Law, 25 Grosvenor St., 11th Floor, Toronto, Ontario M7A 1Y6.

POLICY DEVELOPMENT AND COORDINATION BRANCH

SOL GEN 3

25 Grosvenor St., 11th Flr.

Toronto M7A 1Y6

416-965-2049

The Policy Development and Coordination Branch is responsible for defining long and short term policies relating to the delivery of public safety services. In addition to projects initiated by branch staff, it is responsible for coordinating policy development activities undertaken by other areas of the Ministry.

EMERGENCY PLANNING OFFICE

SOL GEN 4

25 Grosvenor St., 1st Flr.

Toronto M7A 1Y6

416-965-6932

The Emergency Planning Office, under the office of the Deputy Solicitor General, became active in May, 1980. With the objective of coordinating **emergency** planning in Ontario, this office's functions include: providing advice to the Cabinet Committee on Emergency Planning; responsibility for tasks set forth in the Province of Ontario **Nuclear Contingency Off-site Plan**; coordinating the planning for those categories of emergency assigned to the Solicitor General; monitoring other provinces' emergency plans; facilitating inter-ministry/agency coordination in emergency planning and operations; liaison with and assistance to federal, provincial, municipal and private sector contributors meeting emergencies in Ontario; arranging for the loan of films/videotapes from the Federal Study Centre; arranging attendance on emergency planning courses/seminars held at the Federal Study Centre in Arnprior, Ontario; processing applications/claims for funds made available by the Federal government for the purpose of emergency planning and preparedness under the **Joint Emergency Planning Programme (JEPP)**.

ADMINISTRATION DIVISION**FINANCIAL SERVICES BRANCH**

SOL GEN 5

25 Grosvenor St., 12th Flr.

Toronto M7A 1Y6

416-965-8446

In addition to a complete range of financial services and accounting functions, the branch provides the Ministry with administrative services.

Accounting functions include payroll and expense account services, accounts payable, control and recording of ministry expenditures and revenues and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other government ministries and agencies. A financial consulting service is provided to operational programs of the Ministry.

Administrative services include purchasing of goods and services, printing and duplicating, mail and transportation services and assets management.

PERSONNEL SERVICES BRANCH

SOL GEN 6

25 Grosvenor St., 1st Flr.

Toronto M7A 1Y6

416-965-6784

Personnel Services Branch performs the personnel functions for the Ministry with the exception of Ontario Provincial Police (OPP) uniformed recruitment, uniformed staff development and staff relations with the Ontario Provincial Police Association (OPPA) which is the responsibility of the OPP Career Management Branch. The Personnel Services Branch at 965-8404 is responsible for civilian recruitment and classification (all); documentation (all) and staff relations at 965-8407; attendance and workers' compensation at 965-6133. For other functions contact 965-6784. The branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. It is responsible for the establishment of ministry personnel policies and procedures, the establishment of appropriate classification and compensation

levels for all ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. Personnel Services Branch maintains the Ministry's personnel and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

MANAGEMENT SERVICES BRANCH

SOL GEN 7

25 Grosvenor St., 11th Flr.

Toronto M7A 1Y6

416-965-5126

The Management Services Branch develops and implements management improvement initiatives for the entire Ministry. These initiatives include such items as policies in the Ministry Administrative Manual; management processes for the Ministry; enhancements in the management information reporting systems of the Ministry; human resources planning policies and staff training and development policies (excluding police training); and communication of the latest initiatives in management in both the public and private sectors.

COMMUNICATIONS BRANCH

SOL GEN 8

25 Grosvenor St., 11th Flr.

Toronto M7A 1Y6

416-965-6170

The Communications Branch answers questions from the news media, members of the public and Ministry staff on matters pertaining to Ministry business. It arranges interviews and news conferences for the Solicitor General and senior Ministry officials.

The Director, Communications Branch, prepares speeches, statements and news releases for the Ministry of the Solicitor General, and provides advice to the Solicitor General, Deputy Solicitor General and senior Ministry officials on communications and public relations as requested or required. The director also researches questions from the opposition parties.

He is charged with overseeing the activities of the **French Language** Coordinator and the preparation of the Ministry's annual report.

INTERNAL AUDIT BRANCH

SOL GEN 9

25 Grosvenor St., 11th Flr.

Toronto M7A 1Y6

416-965-5020

Internal Audit Branch is responsible for the Ministry's audit functions which include the review and appraisal of Ministry financial and management controls.

INFORMATION TECHNOLOGY SERVICES BRANCH

SOL GEN 10

76 College St., 5th Flr.

Toronto M5G 2E2

416-965-5127

The Information Technology Services Branch defines policy and strategy, providing computer systems development services for all areas of the Ministry.

PUBLIC SAFETY DIVISION

CENTRE OF FORENSIC SCIENCES

SOL GEN 11

25 Grosvenor St., 2nd Flr.
 Toronto M7A 2G8
 416-965-2561

The Centre of Forensic Sciences prepares legally admissible evidence for law enforcement officers, attorneys, coroners, etc., by means of scientific examination of physical objects and materials. It supervises Ontario's breath testing program and is responsible for the acquisition and maintenance of **breathalyzers** and the training of operators (965-9507). It maintains a **library** and provides **educational** programs and materials for persons and agencies using **forensic** science services.

OFFICE OF THE FIRE MARSHAL
ADMINISTRATIVE SERVICES

SOL GEN 12

7 Overlea Blvd.
 Toronto M4H 1A8
 416-965-4868

The Administrative Services Section provides effective administrative support services in the areas of financial management, personnel and purchasing. The section prepares and coordinates the budget for fourteen cost centres within Fire Safety Services. It also coordinates the requisitioning, placement and retirement of all **vehicles** for the Office of the Fire Marshal and controls the maintenance of all related vehicle records. The OFM fleet presently consists of 218 vehicles which includes fire fighting **vehicles**.

Other services include inventory control, requisition for stationery, supplies and equipment as well as the provision of mail sorting, stockroom and shipping facilities. The section is also responsible for the preparation and distribution of information concerning the location of licensed users of **radioactive** material in Ontario.

OFFICE OF THE FIRE MARSHAL
TECHNICAL, RESEARCH AND CONSULTING SERVICES

SOL GEN 13

7 Overlea Blvd., 3rd Flr.
 Toronto M4H 1A8
 416-965-4851/55

Technical, Research and Consulting Services provides technical support related to the investigation of fires, and **research** oriented towards determining causes of fire. It issues **licences** to installers of **lightning rods** and inspects these installations. It advises ministries and agencies and participates in the development of **fire** legislating standards. It assesses results of product tests for **fire safety** and approves plans for **government-funded buildings**, including institutions and **hotels**. It administers the **Ontario Fire Code Regulation 730/81** made under the Fire Marshals Act and advises the public, architects, engineers and municipal officials, including fire departments, on fire prevention and fire prevention matters. It administers the Fire Code Commission.

OFFICE OF THE FIRE MARSHAL
FIRE INVESTIGATION SERVICES

7 Overlea Blvd.
Toronto M4H 1A8
416-965-4861/4865

Fire Investigation Services investigates the causes of **fires** in which there has been a **death** or large loss, a possibility of **arson**, or a **gaseous** explosion. It assists Crown attorneys and coroners dealing with these matters. Fire Investigators can be called directly for fire investigations; their telephone numbers and the areas they serve are listed below. If a fire investigator is not available, notify senior fire investigators at the Toronto office above during normal business hours. If investigators are required between 1700 hours on Friday and 0800 hours on Monday or on statutory holidays, requests should be directed to **Regional Dispatch Centres** as listed below:

District No. 1 Cottam
519-839-5177
Weekends & Holidays
Regional Dispatch Centre
Chatham Fire Department
519-352-3660
(City of Windsor)

District No. 2 Chatham
519-351-2082
Weekends & Holidays
Regional Dispatch Centre
Chatham Fire Department
519-352-3660
(County of Kent and Essex)

District No. 3 Ingersoll
519-485-5676
Weekends & Holidays
Regional Dispatch Centre
Chatham Fire Department
519-352-3660
(Counties of Elgin, Middlesex
and Oxford)

District No. 4 Hamilton
416-388-6178
Weekends & Holidays
Regional Dispatch Centre
Hamilton Fire Department
416-522-1313
(Brant County, the Region of
Haldimand-Norfolk and the
Region of Halton)

District No. 5 Hamilton
416-383-0156
Weekends & Holidays
Regional Dispatch Centre
Hamilton Fire Department
416-522-1313
(City of Hamilton)

District No. 6 Beamsville
416-563-4674
Weekends & Holidays
Regional Dispatch Centre
Hamilton Fire Department
416-522-1313
(Region of Niagara west of
Regional Road #24 and the
Region of Hamilton-Wentworth
outside city of Hamilton)

District No. 7 St. Catharines
416-937-5099
Weekends & Holidays
Regional Dispatch Centre
Hamilton Fire Department
416-522-1313
(Region of Niagara east of
Regional Road #24)

District No. 8 Guelph
519-824-5406
Weekends & Holidays

Regional Dispatch Centre
City of Chatham Fire Dept.
519-352-3660
(Region of Waterloo, Wellington
County south of No. 9 Highway)

District No. 9 Mount Forest
519-323-4678
Weekends & Holidays
Regional Dispatch Centre
City of Chatham Fire Dept.
519-352-3660
(Counties of Huron, Bruce, Grey,
Perth, Lambton and Wellington north
of No. 9 Highway)

District No. 10 Brampton
416-453-3816
Weekends & Holidays
Regional Dispatch Centre
Hamilton Fire Dept.
416-522-1313
(Region of Peel, County of Dufferin)

District No. 11 Oshawa
416-579-4160
Weekends & Holidays
Regional Dispatch Centre
Kingston Fire Dept.
613-548-4001
(Region of Durham, Victoria
and Peterborough Counties)

District No. 12 Frankford
613-398-7508
Weekends & Holidays
Regional Dispatch Centre
Kingston Fire Department
613-548-4001
(Counties of Northumberland,
Hastings, Lennox and Addington,
Prince Edward and Renfrew)

District No. 13 Brockville
613-342-5061
Weekends & Holidays

Regional Dispatch Centre
Kingston Fire Department
613-548-4001
(Counties of Frontenac, Lanark,
Leeds and Grenville including
the Town of Arnprior)

District No. 14 Cornwall
613-528-4576
Weekends & Holidays
Regional Dispatch Centre
Kingston Fire Department
613-548-4001
(Counties of Prescott & Russell
and Stormont, Dundas and Glengarry)

District No. 15 Ottawa
613-825-0336
Weekends & Holidays
Regional Dispatch Centre
Kingston Fire Department
613-548-4001
(Region of Ottawa-Carleton)

District No. 16 Bracebridge
705-645-9122
Weekends & Holidays
Regional Dispatch Centre
Sudbury Fire Department
705-674-8160
(County of Simcoe, Districts
of Muskoka, Parry Sound,
Haliburton and Nipissing
South of Highway No. 17)

District No. 17 Espanola
705-869-4412
Weekends & Holidays
Regional Dispatch Centre
Sudbury Fire Department
705-674-8160
(District of Nipissing, north of Highway
17,
Manitoulin, and Sudbury, south of
Highway 560 including the Region of
Sudbury)

District No. 18 Sault Ste. Marie
705-949-1904
Weekends & Holidays

Owen Sound District

R.R. 2

Kemble N0H 1S0

519-371-4311

(Counties of Bruce,
Dufferin & Grey)

Peterborough District

Fairbairn St., R.R. 2

Peterborough K9J 6X3

705-748-5062

(Region of Durham, Counties of
Haliburton, Peterborough &
Victoria)

Renfrew District

863 Kedrosky Dr.

Renfrew K7V 4C8

613-432-8674

(Counties of Lanark & Renfrew)

Sault Ste. Marie District

247 Glen Ave.

Sault Ste. Marie P6A 5E3

705-942-6610

(District of Algoma)

Sudbury District

(position vacant at present)

c/o 7 Overlea Blvd.

Toronto M4H 1A8

416-965-4857

(District of Manitoulin &
Sudbury, & Region of Sudbury)

Thunder Bay East District

46 Enniskillen Ave.

Thunder Bay P7B 4L7

807-344-4687

(District of Thunder Bay)

Thunder Bay West District

435 Simon Fraser Dr.

Thunder Bay P7C 4Z9

807-475-0536

(District of Rainy River)

Waterloo District

(position vacant at present)

c/o 7 Overlea Blvd.

Toronto M4H 1A8

416-965-4857

(Region of Waterloo, Counties
of Perth & Wellington)

OFFICE OF THE FIRE MARSHAL
PUBLIC INFORMATION

7 Overlea Blvd., 3rd Flr.

Toronto M4H 1A8

416-965-4871

SOL GEN 17

The Public Information Section provides an information service on **fire** prevention and public **safety**. It releases articles and information to the news media and supplies **municipal** fire departments with technical, legal and educational publications for public distribution. The Section publishes fire loss **statistics** and provides **films** and **audio-visual** materials.

OFFICE OF THE FIRE MARSHAL
STATISTICAL SERVICES

7 Overlea Blvd., 3rd Flr.

Toronto M4H 1A8

416-965-5524

SOL GEN 18

Statistical Services compiles information from approximately ten thousand occurrence reports received each month from all the fire departments in Ontario. The reports are comprised of fire, vehicles, response and casualty reports. This information is keyed and transmitted each month to a central **computer** system. The system provides **statistical** and investigation information to fire investigators, insurance companies, other government

Headquarters

7 Overlea Blvd.
Toronto M4H 1A8
 416-965-4857

Barrie District

44 Carol Rd.
Barrie L4N 3P7
 705-722-1199
 (County of Simcoe
 District of Muskoka)

Belleville District

252 College St. W.
Belleville K8P 2H5
 613-962-6391
 (Counties of Hastings,
 Northumberland & Prince Edward)

Burlington District

6606 Pantan St.
Kilbride L0P 1G0
 416-335-5909
 (Regions of Halton & Peel)

Chatham District

9 Spring Place
Chatham N7L 4N8
 519-351-3175
 (Counties of Essex, Kent &
 Lambton)

Dryden District

25 Ingall Dr.
Dryden P9N 3B7
 307-223-4757
 (District of Kenora)

Kingston District

212 Camberley Cres.
Kingston K7M 4C4
 513-384-1315
 (Counties of Frontenac, Leeds &
 Grenville, Lennox & Addington)

London District

322 Admiral Dr.
London N5J 1J1
 519-452-3060
 (Counties of Elgin, Huron &
 Middlesex)

Newmarket District

357 Harewood Blvd.
Newmarket L3Y 6S5
 416-898-6304
 (Regions of Metropolitan
 Toronto & York)

New Liskeard District

Box 2502, Conc. 2
Harris Twp.
New Liskeard P0J 1P0
 705-647-4935

(Districts of Cochrane &
 Timiskaming)

Niagara District

8 Atwood Cres.
Simcoe N3Y 5A4
 519-426-8112
 (Regions of Haldimand-Norfolk,
 Hamilton-Wentworth, Niagara &
 County of Brant & Oxford)

North Bay District

178 Beverly Rd.
North Bay P1B 7P8
 705-472-5081
 (Districts of Nipissing &
 Parry Sound)

Ottawa District

349 Montgomery St.
Vanier K1L 7X1
 613-749-4401
 (Region of Ottawa, Counties of
 Prescott & Russell, & Stormont,
 Dundas & Glengarry)

Owen Sound District

R.R. 2

Kemble N0H 1S0

519-371-4311

(Counties of Bruce,
Dufferin & Grey)

Peterborough District

Fairbairn St., R.R. 2

Peterborough K9J 6X3

705-748-5062

(Region of Durham, Counties of
Haliburton, Peterborough &
Victoria)

Renfrew District

863 Kedrosky Dr.

Renfrew K7V 4C8

613-432-8674

(Counties of Lanark & Renfrew)

Sault Ste. Marie District

247 Glen Ave.

Sault Ste. Marie P6A 5E3

705-942-6610

(District of Algoma)

Sudbury District

(position vacant at present)

c/o 7 Overlea Blvd.

Toronto M4H 1A8

416-965-4857

(District of Manitoulin &
Sudbury, & Region of Sudbury)

Thunder Bay East District

46 Enniskillen Ave.

Thunder Bay P7B 4L7

807-344-4687

(District of Thunder Bay)

Thunder Bay West District

435 Simon Fraser Dr.

Thunder Bay P7C 4Z9

807-475-0536

(District of Rainy River)

Waterloo District

(position vacant at present)

c/o 7 Overlea Blvd.

Toronto M4H 1A8

416-965-4857

(Region of Waterloo, Counties
of Perth & Wellington)

OFFICE OF THE FIRE MARSHAL
PUBLIC INFORMATION

7 Overlea Blvd., 3rd Flr.

Toronto M4H 1A8

416-965-4871

SOL GEN 17

The Public Information Section provides an information service on **fire** prevention and public **safety**. It releases articles and information to the news media and supplies **municipal** fire departments with technical, legal and educational publications for public distribution. The Section publishes fire loss **statistics** and provides **films** and **audio-visual** materials.

OFFICE OF THE FIRE MARSHAL
STATISTICAL SERVICES

7 Overlea Blvd., 3rd Flr.

Toronto M4H 1A8

416-965-5524

SOL GEN 18

Statistical Services compiles information from approximately ten thousand occurrence reports received each month from all the fire departments in Ontario. The reports are comprised of fire, vehicles, response and casualty reports. This information is keyed and transmitted each month to a central **computer** system. The system provides **statistical** and investigation information to fire investigators, insurance companies, other government

agencies, news media, private companies and all fire departments in Ontario. The data is also used to compile 'Fire Losses in Ontario', published annually.

OFFICE OF THE FIRE MARSHAL
ONTARIO FIRE COLLEGE
P.O. Box 850
Gravenhurst P0C 1G0
705-687-2294

SOL GEN 19

Ontario Fire College offers in-residence courses of study for **municipal fire** department officers in fire protection technology. Together with the Office of the Fire Marshal, Fire Advisory Services (see SOL GEN 16), it conducts regional training for municipal fire fighters in the basic skills of fire prevention and fire fighting. It also provides curriculum assistance to county mutual fire aid associations in the development of their fire fighter training programs.

OFFICE OF THE CHIEF CORONER
26 Grenville St., 2nd Flr.
Toronto M7A 2G9
416-965-6678

SOL GEN 20

Coroners investigate sudden and unexpected **deaths**; inform the public about prevention of similar deaths; order **autopsies** for medico-legal reasons; conduct **inquests**; sign certificates for **cremation** and for **shipment of bodies** out of Ontario. The office administers the **Human Tissue Gift Act** and the **Anatomy Act** (concerning donation of bodies or parts of bodies for transplants, medical education or scientific research). Adults may give consent by signing the donor section of **driver licences** or a donor card available from the Office of the Chief Coroner; orally, during last illness in the presence of at least two witnesses; or in writing. The office inspects **schools** of anatomy in Ontario and supplies them with donated or unclaimed bodies. Contact Office of the Chief Coroner listed above or regional coroners listed below.

Regional Coroner
P. O. Box 3000
Dryden P8N 3B3
807-223-6956
(Northwestern Region)

Regional Coroner
16 Seguin St., Ste. 9
Parry Sound P2A 1B1
705-746-2123
(Algonquin Region)

Regional Coroner
275 Ontario St., Ste. 402
Kingston K7K 2X5
613-547-2266
(Eastern Region)

Regional Coroner
P. O. Box 604
Sarnia N7T 7J4
519-344-1180
(Southwestern Region)

Regional Coroner
P. O. Box 2297
Orillia L3V 6S2
705-326-8400
(South Georgian Bay Region)

Regional Coroner
477 Queen St. E.
Sault Ste. Marie P6A 1Z5
705-253-4530
(Northeastern Region)

Regional Coroner
P. O. Box 580
St. Catharines L2R 6W8
416-682-9209
(Niagara Region)

Regional Coroner
26 Grenville St.
Toronto M7A 2G9
416-965-6678
(Central and Metro Toronto Region)

FORENSIC PATHOLOGY BRANCH
26 Grenville St.
Toronto M7A 2G9
416-965-1554

SOL GEN 21

The Forensic Pathology Branch assists in determining the cause of **deaths** in unusual circumstances and in unveiling concealed homicides through **autopsies**, biological and other techniques of **forensic science**. The branch supervises regional pathologists (who are not necessarily employed by the government but are called upon by coroners when necessary to perform forensic investigations). It supports pathologists' and law enforcement officers' continuing **education** in legal medicine and investigations of sudden deaths.

**OFFICE OF THE COMMISSIONER
ONTARIO PROVINCIAL POLICE**

PROFESSIONAL STANDARDS BRANCH
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-2264

SOL GEN 22

Professional Standards Branch assists the Commissioner in his administration of internal **employee** issues, discipline procedures, and the resolution of **public complaints** (965-0282) as they relate to all Ontario Provincial Police employees, auxiliary **police** members, **Ontario Government Protective Service** employees and Indian reserve special constables. The branch investigates criminal and **Police Act** offenses (965-0282) and prepares Police Act **trials**. It administers the OPP honours and **awards** program (965-4406). The branch also reviews and distributes legislative publications.

PROGRAM AUDIT AND EVALUATION BRANCH
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4434

SOL GEN 23

The Program Audit and Evaluation Branch conducts comprehensive **audits** of the programs and activities of the Ontario Provincial Police (OPP) to ensure that the requirements of **Police Orders** and internal policy guidelines are adhered to. The branch also undertakes special studies and assignments.

DEPUTY COMMISSIONER-ADMINISTRATION PERSONNEL MANAGEMENT DIVISION

TRAINING BRANCH PROVINCIAL POLICE ACADEMY

SOL GEN 24

Queen St. W. & McLaughlin Rd. S.
P.O. Box 266
Brampton L6V 2L1
416-459-4193
416-965-4818

The Training Branch is responsible for the design and delivery of **police** training courses to all levels of the Ontario Provincial Police (OPP) Force including recruit, advanced law enforcement and management. The Branch also offers a wide range of specialized training courses on tactics, search and rescue, marine, crowd management, scuba, motor-cycle, explosives disposal, police dogs as well as in-service lectures for field personnel. The Academy provides a **library** service for members and an **audio-visual** unit which produces a variety of programs for the OPP. The Branch also coordinates the attendance of all members at training courses conducted by other agencies.

CAREER MANAGEMENT BRANCH ONTARIO PROVINCIAL POLICE

SOL GEN 25

90 Harbour St.
Toronto M7A 2S1
416-965-4468

Career Management Branch administers **personnel** services to the Ontario Provincial Police (OPP) such as: uniformed personnel recruitment, manpower administration, staff development, staff relations and counselling services. The Manpower Administration Section (965-8120) provides uniformed staff recruitment, manpower deployment and statistics, and uniformed staff personnel records. The Career Planning Section (965-4468) provides staff development, management training courses, a central **library** for staff use, promotional process-performance reviews and position description maintenance. Human Resources Allocation Section coordinates postings and transfers within the Forces and maintains a computerized human resource inventory. Staff Relations Section (965-8406) provides services to OPP staff and families, counselling for employees with problems which affect performance and liaison with the **Ontario Provincial Police Association**.

SUPPLY DIVISION

TRANSPORT BRANCH ONTARIO PROVINCIAL POLICE

SOL GEN 26

90 Harbour St.
Toronto M7A 2S1
416-965-4477

The Transport Branch provides and maintains the mobile equipment to meet Ontario Provincial **Police** (OPP) **transportation** needs. There is a branch garage at the OPP district headquarters in Thunder Bay (807-344-8421). OPP district headquarters are listed under the OPP Field Districts entry, SOL GEN 34.

QUARTERMASTER STORES BRANCH
ONTARIO PROVINCIAL POLICE

SOL GEN 27

90 Harbour St.
Toronto M7A 2S1
416-965-4485

The branch is responsible for stocking and distributing uniform and equipment items as well as forms used by the Ontario Provincial Police (OPP), the **Ontario Government Protective Service**, Native peoples policing and auxiliary **police**. It maintains a repository for **weapons** seized by police forces throughout the Province which have been cleared by the courts for disposal. Ontario Provincial Police district headquarters are listed under the OPP Field Districts entry, SOL GEN 34.

PROPERTIES BRANCH
ONTARIO PROVINCIAL POLICE

SOL GEN 28

90 Harbour St.
Toronto M7A 2S1
416-965-3931

The Properties Branch provides coordinating services to all agencies within the Ministry for **buildings, properties**, leasing and parking requirements.

RECORDS MANAGEMENT BRANCH
ONTARIO PROVINCIAL POLICE

SOL GEN 29

90 Harbour St.
Toronto M7A 2S1
416-965-4456

Records Management Branch maintains Ontario Provincial Police (OPP) major occurrences and administrative files and provides photographic laboratory service, varityping, printing and mail services for the OPP. The **Crime Index Unit** records and disseminates data on criminal activities and criminals to assist in identifying perpetrators of unsolved crime. The Photographic **Laboratory** maintains a complete graphic arts and **photographic** service for the OPP; is a resource centre for photographic equipment testing and evaluation of materials; operates an automated colour processing laboratory for the OPP; produces **audio visual** programs for the OPP and other ministries and provides a drafting and design service.

PLANNING AND TECHNOLOGY DIVISION

POLICY AND PLANNING BRANCH
ONTARIO PROVINCIAL POLICE

SOL GEN 30

90 Harbour St.
Toronto M7A 2S1
416-965-2542

The Policy and Planning Branch provides management, operational research and developmental support to Ontario Provincial Police (OPP) management and the Ministry in the areas of policy and procedures, manual systems, **records** storage and maintenance, and **statistical** analysis.

**COMPUTER SERVICES BRANCH
ONTARIO PROVINCIAL POLICE**

SOL GEN 31

90 Harbour St.
Toronto M7A 2S1
416-965-2638

The Computer Services Branch develops, maintains and operates computer services for Ontario Police Agencies.

**TELECOMMUNICATIONS BRANCH
ONTARIO PROVINCIAL POLICE**

SOL GEN 32

90 Harbour St.
Toronto M7A 2S1
416-965-4445

Telecommunications Branch provides a **communications** system to the Ontario Provincial Police (OPP) by the operation of the OPP **radio** system, an OPP-wide teletype network, **Canadian Police Information Centre (CPIC)** computer terminals (965-4773) and the **Police Automated Registration Information System (PARIS)**. The branch is responsible for the proper maintenance and auditing of these systems, for maintenance and improvement of the radio system and for the procurement and maintenance of radar **speed** metering equipment. It coordinates all **telephone** requirements. **The Suspension Control Centre** is housed within the Telecommunications Branch. This centre provides driver licence suspension information to police forces within the province.

**DEPUTY COMMISSIONER - FIELD
FIELD OPERATIONS DIVISION**

**FIELD COORDINATION BRANCH
ONTARIO PROVINCIAL POLICE**

SOL GEN 33

90 Harbour St.
Toronto M7A 2S1
416-965-4890

The Field Coordination Branch provides a service of coordination and liaison for the Field Operations Division and the 16 districts. Responsibilities encompass supervision of the helicopter section; coordination of division, branch and district budgets as well as purchasing and inventory procedures.

**FIELD DISTRICTS
ONTARIO PROVINCIAL POLICE**

SOL GEN 34

The Ontario Provincial Police (OPP) field operations are undertaken through 16 districts and 186 detachments listed below. The district commander is responsible for OPP activities within each district and heads an internal administration unit. Each district headquarters has **criminal**, **traffic** and **identification** units and a community services coordinator. With the exception of the community services coordinator, district headquarters personnel primarily provide internal supervision and support for the OPP detachments.

Detachment personnel provide enforcement and investigative policing services within their particular detachment area. In **emergencies**, the OPP can be contacted through the telephone operator by asking for Zenith 50000.

DISTRICT HEADQUARTERS

20 Rose St.
Box 550

Barrie L4M 4T7
705-726-2220
(District 7)

400 North Front St.
Box 148
Belleville K8N 4Z9
613-968-5547
(District 9)

1160 North Shore Blvd. E.
Box 5021
Burlington L7R 3Y8
416-681-2591
(District 3)

317 Queen St.
Box 990
Chatham N7M 5L6
519-352-7660
(District 1)

222 Water St.
Box 1080
Kenora P9N 3X7
807-468-3357
(District 17)

823 Exeter Rd.
London N6E 1W1
519-681-0851
(District 2)

Mille Roches Rd.
Box 430
Long Sault K0C 1P0
613-534-2209
(District 11)

630 Main St. N.
Box 250
Mount Forest N0G 2L0
519-323-4070
(District 6)

Chippewa & Rose Ave.
Box 686
North Bay P1B 8J8
705-476-5200
(District 12)

75 Dufferin St.
Box 160
Perth K7H 3E3
613-267-6780
(District 10)

453 Lansdowne St. E.
Box 477
Peterborough K9J 6Z6
705-748-5522
(District 8)

740 Great Northern Rd.
Box 399
Sault Ste. Marie P6A 5M1
705-254-4361
(District 14)

Highway 101
Box 700
South Porcupine P0N 1H0
705-235-3255
(District 15)

20 Young St. S.
Box 666
Sudbury P3E 4R6
705-675-1361
(District 13)

489 N. Algoma St.
Box 3080
Thunder Bay P7B 5G5
807-344-0891
(District 16)

300 Fallstaff Ave.
Toronto M6L 2G1
416-248-3151
(District 5)

DETACHMENTS

Box 965
Alliston L0M 1A0
 705-435-5531

Box 640
Almonte K0A 1A0
 613-256-2222

Loyalist Plaza
 3 Manitou Cres. W.
Amherstview K7N 1S3
 613-389-8601

Box 10
Apsley K0L 1A0
 705-656-4431

Box 10
Armstrong P0T 1A0
 807-583-2394

Box 130
Atikokan P0T 1C0
 807-597-2120

Box 281
Bala P0C 1A0
 705-762-3304

Box 640
Bancroft K0L 1C0
 613-332-2112

Box 550
Barrie L4M 4T7
 705-726-6484

Beardmore
Beardmore P0T 1G0
 807-875-2125

Box 860
Beaverton L0K 1A0
 705-426-7366

Box 308
Belle River N0R 1A0
 519-728-1810

Box 148
Belleville K8N 4Z9
 613-968-6495

Box 387
Blenheim N0P 1A0
 519-676-3300

Box 400
Blind River P0R 1B0
 705-356-2244

Box 510
Bracebridge P0B 1C0
 705-645-2211

Box 220
Bradford L0G 1C0
 416-775-3326

Box 334
Brantford N3T 5N3
 519-753-4161

Box 117
Brighton K0K 1H0
 613-475-1313

Parkdale Ave.
Brockville K6V 5T6
 613-345-1790

Box 514
Burk's Falls P0A 1C0
 705-382-2015

Box 5021
Burlington L7R 3Y8
 416-681-2511

General Delivery
Caledon East L0N 1E0
 416-584-2241
 416-454-0552

Box 790
Campbellford K0L 1L0
 705-653-3300

Box 337
Casselman K0A 1M0
613-764-5415

Box 148
Cayuga N0A 1E0
416-772-3322

Box 70
Central Patricia P0V 3A0
807-928-2211

Box 250
Chapleau P0M 1K0
705-864-1715

Box 990
Chatham N7M 5L6
519-352-1122

Box 329
Coboconk K0M 1K0
705-454-3311

Box 8
Cobourg K9A 4K2
416-372-5421

Box 98
Cochrane P0L 1C0
705-272-4391

Box 340
Dowling P0M 1R0
705-855-4525

Box 550
Dryden P8N 2Z2
807-223-2221

Box 9
Dutton N0L 1J0
519-762-2833
Ear Falls P0V 1T0
807-222-3112

Third St.
Elk Lake P0J 1G0
705-678-2226

Box 201
Elliot Lake P5A 2J7
705-848-2738

Box 189
Elmvale L0L 1P0
705-322-2424

Box 353
Emo P0W 1E0
807-482-2070

Box 1019
Englehart P0J 1H0
705-544-2233

Box 1123
Espanola P0P 1C0
705-869-1211

Box 910
Essex N8M 2Y2
519-776-5276

Box 1720
Exeter N0M 1S0
519-235-1300

Box 160
Foleyet P0N 1T0
705-899-2456

Box 130
Forest N0N 1J0
519-786-2349

Box 130
Gananoque K7G 2T7
613-382-2195

Geraldton P0T 1M0
807-854-1333

Box 306
Glencoe N0L 1M0
519-287-2620

Box 6
Goderich N7A 3Y5
519-524-8314

Box 40
Gogama P0M 1W0
705-894-2345

Box 224
Gore Bay P0P 1H0
705-282-2621

General Delivery
Grassy Narrows P0X 1B0
807-925-2221

218 Bristol St.
Guelph N1H 3M4
519-822-7250

Box 458
Haileybury P0J 1K0
705-672-3323

Box 305
Hawkesbury K6A 2R9
613-632-2729

Box 608
Hearst P0L 1N0
705-362-4245

Box 10
Hornepayne P0M 1Z0
807-868-2315/19

Box 1056
Huntsville P0A 1K0
705-789-5551

Box 158
Ignace P0T 1T0
807-934-2265

Box 388
Iroquois Falls P0K 1E0
705-232-4087

Box 10
Kakabeka Falls P0T 1W0
807-577-4226

Box 10
Kaladar K0H 1Z0
613-336-2244

Box 277
Kapuskasing P5N 2Y4
705-335-2238

Box 160
Kemptville K0G 1J0
613-258-3441

Box 1080
Kenora P9N 3X7
807-468-8971

Hwy. 60, R.R. 2
Killaloe K0J 2A0
613-757-2600

Killarney P0M 2A0
705-287-2881

Box 40
Kincardine N0G 2G0
519-396-3341

Box 37, Stn. 'A'
Kingston K7M 6P9
613-384-2400

2021 Division Rd. N.
Gosfield South Twp.
Kingsville N9Y 2Y9
519-733-2345

Box 246
Kirkland Lake P2N 3H7
705-567-5355

Box 276
Kitchener N2G 3X9
519-744-8131

Box 160
Lancaster K0C 1N0
613-347-2449

21 Angeline St. N.
Lindsay K9V 5B7
705-324-6741

430 Ministry of the Solicitor General

Box 70
Lion's Head N0H 1W0
519-793-3332

Box 160
Listowel N4W 3H2
519-291-1414

Box 490
Little Current P0P 1K0
705-368-2200

Box 3143
London N6E 1W1
519-681-0300

Box 218
Longlac P0T 2A0
807-876-2248

Box 430
Long Sault K0C 1P0
613-534-2223

Box 269
Lucan N0M 2J0
519-227-4423

Box 490
Madoc K0K 2K0
613-473-4234

Manitouwadge P0T 2C0
807-826-4641

Box 39
Manitowaning P0P 1N0
705-859-3155

Box 909
Manotick K0A 2N0
613-692-2525

Box 490
Marathon P0T 2E0
807-229-0220

Box 433
Markdale N0C 1H0
519-986-2211

Box 602
Matheson P0K 1N0
705-273-2213

770 John St.
Mattawa P0H 1V0
705-744-5503

Box 430
Maxville K0C 1T0
613-527-2124

Box 1028
Meaford N0H 1Y0
519-538-1220

Box 27
Merlin N0P 1W0
519-689-4254

Box 250
Midland L4R 4K8
705-526-3761

Box 130
Millbrook L0A 1G0
705-932-2913

203 Steeles Ave.
Milton L9T 1Y1
416-878-2307

Box 1
Minaki P0X 1J0
807-224-3341

Box 188
Mindemoya P0P 1S0
705-377-5386

Box 58
Minden K0M 2K0
705-286-1431

Box 278
Moosonee P0L 1Y0
705-336-2320

Box 667
Morrisburg K0C 1X0
 613-543-2949

Box 250
Mount Forest N0G 2L0
 519-323-3130

Box 360
Nakina P0T 2H0
 807-329-5364

470 Centre St.
Napanee K7R 1P8
 613-354-3369/2123

Box 280
Newcastle L0A 1H0
 416-987-4060

Box 358
Niagara Falls L2E 6T8
 416-356-1311

Box 189
Nipigon P0T 2J0
 807-887-2637

Box 96
Noelville P0M 2N0
 705-898-2211

Box 686
North Bay P1B 8J8
 705-472-4343

Oak Ridges
 Box 2390
Richmond Hill L4E 1A5
 416-773-5281
 416-773-3411

Box 206
Orillia L3V 6J3
 705-326-3536

Ottawa-Kanata
 Box 13490
Ottawa K2K 1X6
 613-592-6061
 613-828-9171

Box 486
Owen Sound N4K 5P7
 519-376-3433

Box 67
Parkhill N0M 2K0
 519-294-6242

Box 458
Parry Sound P2A 2X5
 705-746-4225

Box 185
Pembroke K8A 4M2
 613-735-0188

Box 160
Perth K7H 3E3
 613-267-2626

Box 477
Peterborough K9J 6Z6
 705-742-0401

Box 400
Petrolia N0N 1R0
 519-882-1011

Box 1490
Picton K0K 2T0
 613-476-2151

Box 460
 Grand Bend
Pinery Park N0M 1T0
 519-243-2735

Box 39
Port Burwell N0J 1T0
 519-874-4433

49 S. Service Rd.
 Mississauga
Port Credit L5G 2R8
 416-278-6131

Box 68
Port Rowan N0E 1M0
519-586-3526

Box 99
Powassan P0H 1Z0
705-724-2016

Box 399
Prescott KOE 1T0
613-925-4221

Box 10
Rainy River P0W 1L0
807-852-3972

Howey St.
Red Lake P0V 2M0
807-727-2418

532 Stewart St. N.
Renfrew K7V 1Y6
613-432-5811

Box 730
Ridgetown N0P 2C0
519-674-5496

350 Springfield Rd.
Rockcliffe Park K1M 0K7
613-749-9220

Box 520
Rockland K0A 3A0
613-446-5124

Box 149
Rolphton K0J 2H0
613-586-2283

Box 1057
St. Catharines L2R 7A3
416-684-7433

Box 173
St. Thomas N5P 3T7
519-631-2920

Box 399
Sault Ste. Marie P6A 5M1
705-759-1100

Box 400
Schreiber P0T 2S0
807-824-2333

Box 271
Seaforth N0K 1W0
519-527-0700

Box 38
Sebringville N0K 1X0
519-393-6123

R. R. 2
Kaministiquia
Shabakwa P0T 1X0
807-933-4462

Box 220
Sharbot Lake K0H 2P0
613-279-2195

Box 519
Shelburne L0N 1S0
519-925-3838

Box 366
Simcoe N3Y 4L2
519-426-3434

Box 128
Sioux Lookout P0V 2T0
807-737-2020

Box 355
Sioux Narrows P0X 1N0
807-226-5211

Box 880
Smooth Rock Falls P0L 2B0
705-338-2711

Snelgrove
Snelgrove L0P 1M0
416-846-5644

Box 130
Sombra N0P 2H0
 519-892-3404

Box 700
South Porcupine P0N 1H0
 705-235-3345

Box 220
Spanish P0P 2A0
 705-844-2424

Box 970
Stayner L0M 1S0
 705-428-3134

Box 130, Britt
Still River P0G 1A0
 705-383-2231

Box 69
Strathroy N7G 3J1
 519-245-2323

Box 1000
Sturgeon Falls P0H 2G0
 705-753-2990

Box 666
Sudbury P3E 4R6
 705-675-1361

917 Lesperance Rd.
Tecumseh N8N 1W9
 519-735-2424

Box 340
Temagami P0H 2H0
 705-569-3633

Box 160
Thessalon P0R 1L0
 705-842-3243

Box 3080
Thunder Bay P7B 5G5
 807-344-8421

300 Falstaff Ave.
Toronto M6L 2G1
 416-248-3151

Box 96
Tillsonburg N4G 4H3
 519-842-3633
Upsala P0T 2Y0
 807-986-2211

Box 159
Virginiatown P0K 1X0
 705-634-2151

Highway 17
Vermilion Bay P0V 2V0
 807-227-2024

Box 247
Walkerton N0G 2V0
 519-881-3130

805 Murray St.
Wallaceburg N8A 1W5
 519-627-1401

Box 100
Warren P0H 2N0
 705-967-2913

Box 140
Wasaga Beach L0L 2P0
 705-429-3575

Box 19
Wawa P0S 1K0
 705-856-2233

Box 99
Welland L3B 5P2
 416-732-1368

Box 31
Westport K0G 1X0
 613-273-2812

Box 98, Carp
West Carleton K0A 1L0
 613-839-5566

Box 81
Wheatley N0P 2P0
519-825-4313

Box 57
Whitby L1N 5R7
416-668-3388
416-686-4581

Box 249
White River P0M 3G0
807-822-2112

Box 131
Whitney K0J 2M0
613-637-2622

Box 460
Warton N0H 2T0
519-534-1323

Box 423
Winchester K0C 2K0
613-774-1323

Box 24
Wingham N0G 2W0
519-357-1331

Box 38
Woodstock N4S 7W5
519-539-9811

FIELD SUPPORT DIVISION

COMMUNITY SERVICES BRANCH
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4474

SOL GEN 35

Community Services Branch administers **crime** prevention and **safety** programs and provides public relations and information services for the Ontario Provincial Police (OPP) force. Program delivery is handled by the field offices listed under the Ministry of the Solicitor General OPP Field Districts entry, SOL GEN 34.

INDIAN AND MUNICIPAL POLICING BRANCH
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4308

SOL GEN 36

Indian and Municipal Policing Branch is responsible for **Native peoples policing** in Ontario as well as municipal policing contracts and extended service offices. Programs include the appointments of special constables at the request of **Indian Band Councils** to **police** their particular reserves. The Ontario Provincial Police (OPP) administers the training, salary and equipment of the special constables through the provisions of the **federal-provincial** cost-sharing agreement. Municipal policing agreements are drawn up between various **municipalities** and the Ministry of the Solicitor General and the policing services are provided by the OPP. **Extended Service Office Program (Storefront Policing)** is an additional service provided to small municipalities which do not have their own police or a regular OPP detachment. District headquarters and detachments are listed in the OPP Field Districts entry, SOL GEN 34.

**SPECIAL FIELD UNITS BRANCH
ONTARIO PROVINCIAL POLICE**

SOL GEN 37

90 Harbour St.
Toronto M7A 2S1
416-965-4400

Special Field Units Branch administers the **OPP Auxiliary Police Program**. Members of the auxiliary are utilized to augment the regular force and to assist with regular police duties. Those interested may apply at the local Ontario Provincial Police (OPP) detachment. Requirements to become a member of the OPP Auxiliary are similar to those of the regular force. The branch monitors the training and operational aspects of regular force Tactics and Rescue Units, Canine Units, Underwater Search and Recovery Units, Identification Units and Explosives Disposal Units. The branch coordinates the Waterways Policing and Detachment Planning programs and liaises with the Ministry of Natural Resources on **flood** control advisory information and with other agencies on **emergency planning** matters. Ontario Provincial Police district headquarters and detachments are listed under the OPP Field Districts entry, SOL GEN 34.

**TRAFFIC PROGRAMS BRANCH
ONTARIO PROVINCIAL POLICE**

SOL GEN 38

90 Harbour St.
Toronto M7A 2S1
416-965-5444

The Traffic Programs Branch provides traffic resource expertise for the OPP and other police forces. It investigates serious **motor vehicle** collisions to ascertain **accident** causation and to determine how to make **highways** safer. It develops, coordinates and maintains effective and efficient **traffic** enforcement programs which function to reduce traffic collisions and associated losses. District headquarters and detachments are listed under the OPP Field District entry, SOL GEN 34. In case of an emergency, the OPP can be contacted through the telephone operator by asking for Zenith 50000.

**DEPUTY COMMISSIONER - INVESTIGATIONS
INVESTIGATIONS DIVISION**

**ANTI-RACKETS BRANCH
ONTARIO PROVINCIAL POLICE**

SOL GEN 39

90 Harbour St.
Toronto M7A 2S1
416-965-8117

The Anti-Rackets Branch provides assistance to all police forces and government agencies in Ontario on investigations relating to white collar **crime**, including computer crimes, financial institutions, general frauds, **counterfeiting** and forgery. District headquarters and detachments are listed under the OPP Field Districts entry, SOL GEN 34.

**CRIMINAL INVESTIGATION BRANCH
ONTARIO PROVINCIAL POLICE**

SOL GEN 40

90 Harbour St.
Toronto M7A 2S1
416-965-8105

The Criminal Investigation Branch provides assistance to all **police** forces in Ontario and

to other Ontario government agencies in the investigation of serious **criminal** activities. District headquarters and detachments are listed under OPP Field Districts entry, SOL GEN 34.

SPECIAL INVESTIGATIONS BRANCH
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-8114

SOL GEN 41

The branch provides assistance to Crown attorneys and law enforcement agencies including Chiefs of Police and other government agencies. Drug Enforcement Section (965-8114) conducts investigations into the suppression of illegal **drugs**. Field Drug Units are located in: Kenora 807-468-9157; Kingston 613-546-6621; London 519-455-4311; North Bay 705-476-4279. Gaming Section (965- 8114) investigates offences relating to illegal **gambling** and **betting** and liaises with Lotteries Branch of the Ministry of Consumer and Commercial Relations. A special unit within Gaming Section investigates improprieties in thoroughbred and standardbred **horse racing**. Project 'P' (965-1736) is a section within the branch involved with the investigation and control of **pornography**. A section in the branch also deals with investigations relating to **hate literature** (965- 3112). Auto Theft Section (965-8049) conducts investigations into thefts of **motor vehicles** including organized vehicle theft rings and expert vehicular (or parts) identification. District Headquarters and Detachments are listed under the OPP Field Districts entry, SOL GEN 34.

INVESTIGATION SUPPORT DIVISION

INTELLIGENCE BRANCH
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-8108

SOL GEN 42

The Intelligence Branch anticipates, prevents and monitors criminal activities with respect to an identifiable person or groups of persons involved in organized or sophisticated and professional **crime**. District headquarters and detachments are listed under the OPP Field Districts entry, SOL GEN 34.

SECURITY BRANCH
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-8111

SOL GEN 43

The Security Branch provides police security for top government officials and visiting dignitaries. It offers expertise on all aspects of physical **security** to Ontario government ministries. The **Ontario Government Protective Services** provides uniformed **security guards** to patrol Ontario Government **buildings** in Metro Toronto.

TECHNICAL SUPPORT BRANCH
ONTARIO PROVINCIAL POLICE

SOL GEN 44

90 Harbour St.

Toronto M7A 2S1

416-965-6176 (Administration & General Inquiries)

416-965-7651 (Equipment Maintenance & Development)

416-965-6443 (Forensic Identification Services)

416-965-7652 (Photographic Surveillance)

416-965-8125 (Physical Surveillance)

416-965-7652 (Polygraph Services)

416-965-8130 (Technical Installation)

426-965-7742 (Technical Investigation Coordination)

The Technical Support Branch provides operational support such as photographic, technical and physical **surveillance**, polygraph examination and **forensic** identification services to criminal investigations conducted by other branches and field units of the Ontario Provincial Police (OPP). The same specialized services are also provided to municipal police forces, other ministries and enforcement agencies on request.

REGISTRATION BRANCH
PRIVATE INVESTIGATORS, SECURITY GUARDS
ONTARIO PROVINCIAL POLICE

SOL GEN 45

125 Lakeshore Blvd. E.

Toronto M5E 1A5

416-965-5814

The Registrar of Private Investigators and Security Guards investigates and approves the **licensing** of agencies that provide the services of **private investigators** and **security guards**. It issues licences to agency employees to act as private investigators or security guards. Ontario Provincial Police (OPP) district headquarters are listed under the OPP Field Districts entry, SOL GEN 34.

REGISTRATION BRANCH
CHIEF PROVINCIAL FIREARMS OFFICER
ONTARIO PROVINCIAL POLICE

SOL GEN 46

125 Lakeshore Blvd. E.

Toronto M7A 2S1

416-965-5525

The Chief Provincial Firearms Officer recommends the issuance of **firearms registration certificates** and approves the issuance of **permits** to carry restricted weapons in Ontario as outlined in the Criminal Code (Canada). This office represents the Solicitor General in all **firearms** matters. Its functions include administration of the **Firearms Business Permit System** (inspection and **licensing** of all **firearms business** outlets, i.e., selling or manufacturing restricted and non-restricted weapons and **ammunition**); the **Firearms Acquisition Certificate System**, and the inspection of **shooting clubs** for the Solicitor General's approval. **Firearms transport** permits and acquisition certificates are issued by municipal police forces in municipalities exceeding 15,000 population. In smaller communities, contact the local Ontario Provincial Police (OPP) Detachment (see list under the OPP Field Districts entry, SOL GEN 34).

ONTARIO POLICE ARBITRATION COMMISSION

ONTARIO POLICE ARBITRATION COMMISSION

SOL GEN 47

25 Grosvenor St., 1st Flr.
Toronto M7A 2H3
416-965-3348

The Ontario Police Arbitration Commission under the **Police Act** is responsible for monitoring and evaluating the effectiveness of the **police arbitration** system and making recommendations for its improvement.

ONTARIO POLICE COMMISSION

ONTARIO POLICE COMMISSION

SOL GEN 48

25 Grosvenor St., 9th Flr.
Toronto M7A 2G9
416-965-6071

The **Ontario Police Commission** functions as an advisory and supervisory body for all police forces in Ontario. It has quasi-judicial powers in matters dealing with **police discipline, misconduct** and certain other aspects of policing. The Commission promotes efficiency in Ontario Police Forces, through advisory and inspection services, training, **crime** intelligence, technical services and disciplinary services. It advises Boards of Commissioners of Police, **municipal** councils, Chiefs of Police and the Solicitor General on all matters pertaining to police and policing.

ONTARIO POLICE COMMISSION INSPECTORATE BRANCH

SOL GEN 49

25 Grosvenor St., 9th Flr.
Toronto M7A 2H3
416-965-6071

The Inspectorate Branch serves as the operational arm of the Ontario Police Commission. Branch officers visit all **municipal** forces and carry out regular inspections to ensure the operational and administrative adequacy of each force as required by the **Police Act** of Ontario. A wide range of advisory services on all **police** matters is available to governing authorities and their respective police forces.

ONTARIO POLICE COMMISSION SUPPORT SERVICES BRANCH

SOL GEN 50

25 Grosvenor St., 9th Flr.
Toronto M7A 2H3
416-965-6071

The Support Services Branch provides administrative services to the various functions of the Commission in addition to maintaining a repository of **statistical** information. The branch also serves as an extension of the Inspectorate Branch by carrying out studies of manpower, workload and deployment systems in **municipal police** forces.

ONTARIO POLICE COMMISSION
TECHNICAL SERVICES BRANCH

SOL GEN 51

25 Grosvenor St., 9th Flr.
Toronto M7A 2H3
416-965-3281

The branch provides technological support and advice for all accredited **police** forces in Ontario. Program Development Section is involved in **Computer Assisted Dispatch and Records Entry (CADRE)**, **Canadian Police Information Centre (CPIC)** network management, **computer** systems for police and digital **communications** technology. Communications Services assist in upgrading voice communications facilities for the **Integrated Radio Services Program (IRSP)**. Under this program, the branch administers **grants** to police forces of **municipalities** for new radio systems. Operational Support Services assist forces in the operation of support systems such as the Canadian Police Information Centre (CPIC).

ONTARIO POLICE COMMISSION
ONTARIO POLICE COLLEGE

SOL GEN 52

P. O. Box 1190
Aylmer N5H 2T2
519-773-5361

The Ontario Police College is designed to provide a complete training program for Ontario police forces from probationary constable through supervisory and management levels. Specialized training courses are offered in all situations where the need is demonstrated. In addition, programs are developed to coordinate and complement in-service training undertaken at the individual force level. Distribution of annual publications (e.g., Calendar of Courses, Police **Education** Report, etc.) is restricted to those police forces, agencies, ministries, etc., interested in the training of law enforcement and related enforcement personnel.

ACTS

ACTS

SOL GEN 53

The following is a list of Acts administered by the Solicitor General. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal services branch or information/communications branch.

Anatomy Act
Coroners Act
Egress from Public Buildings Act
Emergency Plans Act, 1983
Fire Accidents Act
Fire Departments Act
Fire Fighters Exemption Act
Fire Marshals Act
Hotel Fire Safety Act
Human Tissue Gift Act
Lightning Rods Act
Ministry of the Solicitor General Act
Ontario Society for the Prevention of Cruelty to Animals Act

Police Act

Private Investigators and Security Guards Act

Public Works Protection Act

Retail Business Holidays Act

MINISTRY OF TOURISM AND RECREATION

**77 Bloor St. W., 7th Flr.
Toronto M7A 2R9**

The Ministry of Tourism and Recreation delivers policies and programs to support tourism and recreation development and promotion. It promotes tourism to the residents of Ontario and other jurisdictions; supports the efforts of tourist operators, attractions and government-sponsored attractions and is responsible for the provision of recreation, sports and fitness resources to municipalities, provincial recreation and sports organizations.

PLANNING AND ADMINISTRATION DIVISION

PLANNING AND ADMINISTRATION DIVISION

MTR 1

**77 Bloor St. W., 7th Flr.
Toronto M7A 2R9
416-965-2331**

The Planning and Administration Division is responsible for coordinating resource planning and analysis and financial planning and control, personnel services and ministry-wide administration. The division coordinates the requirements of the ministry's parks and attractions, as well as the requirements of central agencies, on behalf of the Ministry.

COMMUNICATIONS BRANCH

MTR 2

**77 Bloor St. W., 7th Flr.
Toronto M7A 2R9
416-965-7680**

Communications Branch provides corporate communications services to the Minister and the Ministry's senior management in order to generate recognition of Ministry policies and programs by the appropriate audiences. It functions as an information bureau for the general public; assists program divisions in bringing a ministry-wide perspective to their communications activities so that their messages are consistent and ensures the Ministry adheres to the Ontario government's policy on the provision of French language services to the francophone population of the province. Branch clients include the Minister, Deputy Minister, support and program divisions, ministry staff and agencies, ministry clients, media, general public, other ministries and other government organizations.

FRENCH LANGUAGE SERVICES

MTR 3

**77 Bloor St. W., 7th Flr.
Toronto M7A 2R9
416-963-2214**

The French-language Services Coordinator coordinates the implementation of the government's policy on French-language services (provision of such services to the Franco-Ontarian public) within the ministry.

SERVICES EN FRANCAIS

Le coordonnateur des services en français de ce ministère est responsable de la mise en oeuvre de la politique du gouvernement en matière de services en langue française (services aux Franco-Ontariens en langue française.)

AFFIRMATIVE ACTION PROGRAM

MTR 4

77 Bloor St. W., 10th Flr.

Toronto M7A 2R9

416-963-3468

The Affirmative Action Program manager plans, develops and coordinates the **Affirmative Action Program** within this Ministry to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

ASSISTANT DEPUTY MINISTER - TOURISM

TOURISM DEVELOPMENT BRANCH

MTR 5

77 Bloor St. W., 9th Flr.

Toronto M7A 2R9

416-965-4255

The branch contributes to the sound growth of **tourism** with programs designed to help existing and potential tourist facilities operators and investors through two functions: industry improvement and development. The industry improvement function provides technical and **business** counselling to **investors** and entrepreneurs; provides information on **financial assistance** through the Ontario Development Corporations; prepares planning and management **manuals** (e.g., operation of ski and other resorts, camps, marinas). Development involves the preparation and publicity of **research** and area planning studies (965-7846) to identify potential **investment** and development opportunities of interest to the private sector. Branch services are delivered from Queen's Park and the Ministry's field offices listed under the Tourism and Recreation Operations Division entry, MTR 12.

TOURISM MARKETING BRANCH

MTR 6

77 Bloor St. W., 9th Flr.

Toronto M7A 2R9

416-965-5764

The branch promotes Ontario **tourism** and use of Ontario facilities for sales meetings and conventions. Tourism marketing, geared to the individual tourist and the travel trade, is conducted in domestic and international markets. Activities include mass **advertising** and promotion in the media; preparation of tourism publications; programs to expand sales of Ontario tours, packages and facilities by travel agents and operators; **travel** counselling; special promotions; on-going counsellor training and distribution of travel **films** produced by the Ministry. The Tourism Research Section (965-5725) maintains a tourism data base and related **information service** for the industry and provides tourism **research** to support and direct Ministry activities. For **conventions** and sales meetings, call 416-965-4354; for travel trade information, agents and operators can call 416-965-9991 or toll free: 1-800-268-3735.

**TOURISM MARKETING BRANCH
ONTARIO TRAVEL INFORMATION**

MTR 7

77 Bloor St. W.

Toronto M7A 2R9

416-965-4008 (English inquiries)

If long distance from other area codes

in Canada and continental U.S.A.

(except Yukon, N.W.T. and Alaska), dial

1-800-268-3735

416-965-3448 (French inquiries)

If long distance from other area codes

in Canada (except Yukon and N.W.T.), dial

1-800-268-3736

Telex 0623454

Ontario Travel Information provides Ontario **travel** counselling to the public. It supplies information and publications on tourist attractions, **accommodations**, **campgrounds** and **parks** (including **hiking** trails, **canoe** outfitters), events, **festivals**, **exhibitions** and package **tours**, **hunting**, **fishing**, **boating**, **skiing** and other winter activities; distributes road and tourist **maps**; reports on up-to-date ski and winter **road** conditions, **campground** vacancies and areas where autumn scenery can be enjoyed.

Seasonal, 24-hour recorded reports are available by calling 1-800-963-2992 or 416-963-2911 for cross-country skiing. The branch operates thirteen travel information centres year-round. Nine seasonal travel centres are open from mid-May to Labour Day and 18 centres, in **service centres** along Highway 401, are open June 15 to Labour Day. The travel centres are listed below.

OPEN ALL YEAR

Highway 400 Northbound
outh of Barrie
Barrie

5355 Stanley Ave.
West on Hwy 420
from Rainbow Bridge
Niagara Falls
(currency exchange)

Brookdale Ave. at
Leeway International Bridge
Corncwall
(currency exchange)

At foot of Blue Water Bridge
Sarnia

00 Goderich St.
near Peace Bridge
Port Erie
(currency exchange)

QEW Westbound
at Garden City Skyway
St. Catharines
(currency exchange)

00 Central Ave.
Port Frances
(currency exchange)

120 Huron St. at
International Bridge
Sault Ste. Marie
(currency exchange)

Hwy. 417
Lawkesbury East

Toronto Eaton Centre
220 Yonge St., Level One and
900 Bay St. at Wellesley
Macdonald Block, 1st Flr. (M1-34i)
Toronto

110 Park St. E.
at Windsor-Detroit tunnel
and
1235 Huron Church Rd.
east of Ambassador Bridge
Windsor
(currency exchange)

OPEN MID-MAY TO LABOUR DAY

Highway 137 at 1000 Islands
Bridge
Hill Island
(currency exchange)

Highway 17, west of Kenora
Kenora

Highway 401 and
Highway 2, east of Lancaster
Lancaster

Canada's Wonderland
Hwy. 400
Maple

International Bridge Exit
Pigeon River

Prescott-Ogdensburg Bridge
Prescott

International Bridge Exit
Rainy River

Ontario Place
Main gate (across from
Exhibition Stadium)
Toronto

HURONIA HISTORICAL PARKS

P.O. Box 160
Midland L4R 4K8
705-526-7838

MTR 8

The Ministry operates and maintains **historic sites** at Midland (Sainte-Marie among the Hurons) and at Penetanguishene (**Historic Naval** and **Military** Establishments). A resource **library** at Sainte-Marie, open to the public year round on weekdays, provides information about the two historic sites.

Sainte-Marie among the Hurons is a reconstruction of the French Jesuit missionaries headquarters to the Huron people. The first European community in Ontario, Sainte-Marie, was home to 6 of the 8 North American Jesuit martyrs. Costumed and uniformed interpreters recreate both **French** and **Native** lifestyles from Victoria Day weekend to Thanksgiving. Specially designed education programs operate all year round.

The Historic Naval and Military Establishments represent the period from 1817-1856 when the Royal Navy and the British Army maintained a **naval** dockyard and **military** garrison at this strategic defense station on Georgian Bay. Features of the site include guided tours, costumed interpretation, historical dramas, numerous reconstructed buildings, the original Officers' Quarters, two large bateaux and the 50-ft **Schooner 'Bee'**. The establishment is open to the public from Victoria Day weekend to Labour Day.

OLD FORT WILLIAM

MTR 9

Vickers Heights P.O.
 Thunder Bay P0T 2Z0
 807-577-8461
 TTY 807-475-4481

Old Fort William is a reconstruction of the original Fort William which dates from the period 1803-1821. The original fort was the inland headquarters of the North West Company and the focal point of the Company's **fur** trade operations and vast explorations. Each summer it was the temporary home of 1,000 or more voyageurs, clerks, natives and North West Company partners who assembled there for the Great Rendezvous. Today, the visitor is invited to venture into the past to experience life as it was in this colourful era. Old Fort William is a living historical community which, because of its unique role, offers the visitor a wide range of hands-on experiences. These include major pageants and dramatizations, personalized guided **tours** and programs for students and visitors with special needs. In addition, the fort offers winter programs with old fashioned sleigh rides, skating parties, catered fur trade banquets and more. The **historic site's** 3,000 volume **library** is available to interested visitors, by request. Old Fort William is open to the public year-round.

ASSISTANT DEPUTY MINISTER - RECREATION**SPORTS AND FITNESS BRANCH**

MTR 10

77 Bloor St. W., 8th Flr.
 Toronto M7A 2R9
 416-965-3124

The branch encourages participation in **sports** and **fitness** activities for individual enjoyment and operates a promotional campaign through the media and its own **publications** to educate and motivate people to exercise and participate in physical activities. The Development Section (965-4591) provides administrative, consultative services and **grants** to provincial sport governing bodies. The Games and Technical Services Section (963-6311) administers limited **financial assistance** under the **Ontario Elite Athlete Assistance Program**. The section improves the calibre of **leadership** in amateur sport through training courses for coaches. The Games Program promotes competition in multi-sport games (e.g., regional and provincial **Summer** and **Winter games** for the able-bodied and the **disabled**). The Fitness Section administers the **employees** and **youth** fitness programs and the **Fitness Leadership program** which encourages improved personal **fitness** levels in Ontario citizens. It coordinates the various agencies involved in fitness. The **Fitness Awards** and **Fitfive programs** recognize fitness achievements.

The Community Initiative Section (965-6546) supports community initiatives. Its **Sports Awards Programs** honour accomplishments of **athletes** and citizens in amateur **sports**. The **Ontario Sports Travelcade** takes sports and fitness resources throughout Ontario to help raise the level of expertise of athletes and coaches.

The **Ontario Sports Centre** (495-4000), a private organization which provides administrative services for provincial sport-governing bodies, is funded by this Ministry. Information on all of the above services is also available from Ministry field offices listed under the Tourism and Recreation Operations Division entry, MTR 12.

RECREATION BRANCH

MTR 11

77 Bloor St. W., 8th Flr.

Toronto M7A 2R9

Recreation Services (965-5665) provides consultative and training services and advises on grants to assist community, regional and provincial **recreation** agencies and organizations and is responsible for the development of **recreation** resources for older adults, youth, communities and **disabled persons**, and recreation **research**. Leadership Services (965-5665) advises and assists community, regional and provincial recreation agencies in the development of programs for the training of volunteer, part-time and full time recreation **leaders** and in programs of **leisure education**. Camping and Outdoor Education Services (965-2356) provides assistance with the development of **camping** and outdoor **education** programs and is responsible for **grants** to non-profit **camps** and the operation of the **Ontario Camp Leadership Centre** at Bark Lake. Community Planning and Facilities (965-2625) advises and assists municipalities and local organizations with community planning and facility development and management issues.

TOURISM AND RECREATION OPERATIONS DIVISION

MTR 12

TOURISM AND RECREATION OPERATIONS DIVISION

77 Bloor St. W., 8th Flr.

Toronto M7A 2R9

416-965-3475

Tourism and Recreation Operations Division provides development and consulting services to tourism and recreation clients in order to stimulate productivity, employment and recreational opportunities in the Province of Ontario.

The division promotes the **tourism industry** through: management and development consulting services to tourist operators and investors; delivering government **financial assistance** programs; advising and assisting **municipalities** to develop tourism strategies and programs; and administering the **Ontario Travel Association Program**. The division is also responsible for issuing licences to **tourist accommodation establishments** not licensed by the Liquor Licence Board.

The division provides professional consulting services to regional and **community** recreation clients to facilitate development in fiscal and organizational areas, **leadership**, programs and facilities. It ensures access to information about ministry **recreation**, **sports** and **fitness** programs and channels ministry resources to **municipalities**, community organizations and interest groups in Ontario.

The division also delivers **lottery** funded recreation **grant** programs.

For further information contact the nearest ministry field office listed below.

CENTRAL ONTARIO

Tourism and Recreation Regional Office

700 Bay St., 8th Flr.

Toronto M5G 1Z6

416-965-0283

collect calls accepted

Recreation Office

114 Worsley St.

Barrie L4M 1M1

705-737-3301

If long distance dial

1-800-461-4499

Recreation Office
119 King St. W., 8th Flr.
Box 2112
Hamilton L8N 3Z9
416-521-7244
If long distance ask
operator for Zenith 81610

Tourism Office
114 Main St. E.
Huntsville P0A 1K0
705-789-4448

Tourism Office
73 Mississauga St. E., 2nd Flr.
P. O. Box 488
Orillia L3V 6K2
705-325-1363

Tourism Office
1131 Second Ave. E., Ste. 104
Nor-Towne Plaza
Owen Sound N4K 2J1
519-376-3875

Tourism and Recreation Office
15 Church St., 4th Flr.
St. Catharines L2R 3B5
416-684-2345

EASTERN ONTARIO

Tourism and Recreation
Regional and Field Office
10 Rideau St., 4th Flr.
Ottawa K1N 9J1
613-566-3725
If long distance dial
1-800-267-9340

Tourism and Recreation Office
2211 Parkedale Ave.
Brockville K6V 6B2
613-342-5522
If long distance dial
1-800-267-8138

Tourism and Recreation Office
1055 Princess St., Ste. 304
Kingston K7L 5T3
613-547-2235
If long distance dial
1-800-267-0225

Tourism and Recreation Office
305 Stewart St.
Peterborough K9J 3N2
705-748-3711
If long distance dial
1-800-461-7629

SOUTHWEST ONTARIO

Tourism and Recreation
Regional and District Office
255 Dufferin Ave., Ste. 601
London N6A 5K6
519-679-7156
If long distance dial
1-800-265-4730

Recreation Office
427-10th St., 2nd Flr.
Hanover N4N 1P8
519-364-1626
If long distance dial
1-800-265-5520

Tourism and Recreation Office
Corporation Square, 4th Flr.
30 Duke St. W.
Kitchener N2H 3W5
519-578-3600
If long distance dial
1-800-265-6361

Tourism and Recreation Office
250 Windsor Ave., 6th Flr.
Windsor N9A 6V9
519-256-4919
If long distance dial
1-800-265-1330

NORTHEAST ONTARIO

Tourism and Recreation Regional Office
Ontario Government Bldg.

199 Larch St., 4th Flr.

Sudbury P3E 5P9

705-675-4330

If long distance dial

1-800-461-4004 Recreation

1-800-461-1196 Tourism

Tourism and Recreation Office

147 McIntyre St. W., 2nd Flr.

North Bay P1B 2Y5

705-474-3821 Recreation

705-472-0702 Tourism

If long distance dial

1-800-461-9563 Recreation

1-800-461-1569 Tourism

Recreation Office

390 Bay St., 3rd Flr.

Sault Ste Marie P6A 1X2

705-942-3751

If long distance dial

-800-461-2409

Tourism Office

120 Huron St.

Sault Ste Marie P6A 1P8

705-253-1103

Tourism and Recreation Office
22 Wilcox St., 2nd Flr.

Timmins P4N 3K6

705-267-7117

NORTHWEST ONTARIO

*Tourism and Recreation
Regional and District Office*

Ontario Government Bldg.

435 S. James St.

P. O. Box 5000

Thunder Bay P7C 5G6

807-475-1325

If long distance dial

1-800-465-5018

Tourism and Recreation Office

Ontario Government Bldg.

479 Government Rd.

P. O. Box 3000

Dryden P8N 3B3

807-223-2271

Tourism and Recreation Office

808 Robertson St.

Kenora P9N 3X9

807-468-6481

Tourism and Recreation Office

616 Mowat Ave.

P. O. Box 815

Fort Frances P9A 1Z3

807-274-3259

AGENCIES, ATTRACTIONS, COMMISSIONS

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch.

HURONIA HISTORICAL ADVISORY COUNCIL

c/o Huronia Historical Parks

P.O. Box 160

Midland L4R 4K8

705-526-7838

MTR 13

The Huronia Historical Advisory Council is a ten person board established in 1964 by the Province of Ontario. It is composed of individuals from various parts of the Province of Ontario with different backgrounds but a common interest in the preservation of our cul-

tural heritage. The Council's stated purpose is to advise the Minister of Tourism and Recreation on policy matters relating specifically to Sainte-Marie among the Hurons and the Historic Naval and Military Establishments, and generally, on the cultural heritage of 'Old Huronia' and the enhancement of developed and developing historical sites.

MINAKI LODGE RESORT LIMITED

MTR 14

77 Bloor St. W., 10th Flr.

Toronto M7A 2R9

416-965-5334

For reservations call 1-800-228-9822 anytime. Minaki Lodge may be reached directly at 807-224-4000.

BIG THUNDER NATIONAL SKI TRAINING CENTRE

MTR 15

428 East Victoria Ave.

Thunder Bay P7C 1A5

807-475-1673

Big Thunder National Ski Training Centre, owned and operated by **Thunder Bay Ski Jumps Limited**, an agency of the Ministry of Tourism and Recreation, is sanctioned by the International Ski Federation to hold World Cup Ski Jumping events. Both its 70 and 90 metre hills are built to exact tolerances and have the world's longest landing area for maximum safety. The two jumps and surrounding area are used as a provincial ski-training site for the skiing sports of Cross Country, Nordic-Combined, Free-style, Alpine and Ski Jumping.

NIAGARA PARKS COMMISSION

MTR 16

Administration Bldg.

Box 150, 7400 Portage Rd. S.

Niagara Falls L2E 6T2

416-356-2241

The Niagara Parks Commission operates a 56 kilometre parkway along the Niagara River from Lake Erie to Lake Ontario. Included are: **recreation** areas, scenic attractions, a campground, a marina, restaurants, gift shops, **historic sites**, golf courses and a **horticultural** school.

ST. CLAIR PARKWAY COMMISSION

MTR 17

P.O. Box 700

Corunna N0N 1G0

519-862-2291

The Commission is responsible for the establishment of a parkway along the St. Clair River from Point Edward on Lake Huron to Mitchell's Bay on Lake St. Clair. The St. Clair Parkway Commission is a joint program of **parks** and **recreation** development by the Province of Ontario, County of Lambton, County of Kent, City of Chatham and the City of Sarnia.

ST. LAWRENCE PARKS COMMISSION

MTR 18

Box 740

Morrisburg K0C 1X0

613-543-2951

The St. Lawrence Parks Commission operates and maintains **parks, campgrounds** and **historic sites** from the Ontario-Quebec border to 48 km west of Kingston on Highway 33. Historic sites are **Old Fort Henry** at Kingston, **Fairfield House** at Amherstview and **Upper Canada Village**, 11 km east of Morrisburg. Other facilities include a **Wildfowl** Sanctuary, an 18 hole golf course, a paved air strip, a **railroad museum**, nature trails, a marina and Pioneer and Loyalist memorials. Winter **recreation** facilities include cross country skiing, snowmobiling, tobogganing, snowshoeing. A **maple sugar bush** is located in Crysler Park. Skating and horse drawn sleigh rides are available at Upper Canada Village. A riding stable, summer **theatre** and paddle boat rentals are available on Commission lands. The summer operating season is May 15 to October 15. Recreational facilities are open and some events occur during the winter season.

THE TRILLIUM FOUNDATION

MTR 19

15 Prince Arthur Ave.

Toronto M5R 1B2

416-961-0194

In September, 1982 the Ontario government created the Trillium Foundation as an innovative approach to providing voluntary social service organizations with access to **lottery** revenues. The Foundation, which is run by an independent voluntary Board of Directors, receives up to \$15 million a year from the province as a share of the profits of the Ontario Lottery Corporation.

The Foundation makes time-limited **grants** for specific projects or the unfunded portions of ongoing programs available to organizations providing direct social services across the province.

METRO TORONTO CONVENTION CENTRE CORPORATION

MTR 20

255 Front St. W.

Toronto M5V 2W6

416-585-8000

Telex: 06-217584

The Metro Toronto Convention Centre Corporation is responsible for the operation of the convention centre. A Crown corporation of the Province, it reports to the Minister of Tourism and Recreation.

ONTARIO PLACE CORPORATION

MTR 21

955 Lakeshore Blvd. W.

Toronto M6K 3B9

416-965-7711

Ontario Place Corporation operates a 96 acre cultural, entertainment and **recreation** complex on three man-made islands on Lake Ontario in Toronto including **exhibition** pavilions, the Forum, **theatres**, the giant screen cinesphere, live entertainment, the waterfall showplace, restaurants, snack bars, boutiques, a **marina**, pedal boats, bumper boats, boat **tours**, the Wilderness Adventure Ride, the Canadian destroyer **HMCS Haida**, land

rides, mini-golf, picnic areas, a theme pavilion 'Ontario North Now', and a children's village with a water play area and play apparatus including a 370 ft. four-flumed waterslide. Ontario Place arranges banquets, receptions all year, shows **films** for conventions and other groups of residents or tourists. Open daily mid-May to mid-September (10 a.m. to 1 a.m. Monday through Saturday; 10 a.m. to 11 p.m. Sunday).

ONTARIO LOTTERY CORPORATION

MTR 22

2 Bloor St. W.
Toronto M4W 3H8
416-961-6262

The Ontario Lottery Corporation manages **Wintario**, **Lottario**, **Instant**, **Provincial**, **Super Loto** and **Lotto 6/49**. Winning numbers may be found in most daily newspapers on Friday (**Wintario**); Saturday or Sunday (**Provincial**); Monday (**Lottario**, and **Super Loto**) and Thursday or Friday and Monday (**Lotto 6/49**). Lists of winning numbers for one year are posted at retailers. Recorded messages of current winning numbers are available at 416-870-9170 (**Wintario**), 416-870-9122 (**Lottario**), 416-870-9161 (**Provincial**), 416-870-9135 (**Super Loto**) and 416-870-9134 (**Lotto 6/49**). Proceeds from **Wintario**, **Lottario** and **Instant** are dedicated to sports, fitness, cultural and recreational projects. **Provincial**, **Super Loto** and **Lotto 6/49** funds are dedicated to health, hospital construction and equipment and environmentally-related health research. Province-wide social service agencies also receive lottery monies through the Trillium Foundation. For information on the Wintario grants program, see the Ministry of Tourism and Recreation Operations Division entry, MTR 12.

ACTS

ACTS

MTR 23

The Minister of Tourism and Recreation is designated to administer the following Acts:

Community Recreation Centres Act
Historical Parks Act
Ministry of Tourism & Recreation Act, 1982
Niagara Parks Act
Ontario Lottery Corporation Act
Ontario Place Corporation Act
St. Clair Parkway Commission Act
St. Lawrence Parks Commission Act
Tourism Act

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

1201 Wilson Ave.

Downsview M3M 1J8

The Department of Public Works and Highways was established in 1916 under Section 4 Chapter 17, 5 Geo. V. In 1931 it was re-named the Department of Highways. The functions of the Department of Highways were separated in 1957 with drivers and vehicles going to the newly created Department of Transport. Finally in 1971 the two departments were amalgamated as the Ministry of Transportation and Communications.

The Ministry of Transportation and Communications operates Ontario's highway system by performing design, construction and maintenance activities and provides subsidies to municipalities for road construction and maintenance. The Ministry is also responsible for driver licensing and all aspects of motor vehicle licensing and safety. It represents the rights of Ontario citizens in the communications field and regulates telephone service under provincial jurisdiction.

OFFICE OF THE DEPUTY MINISTER

MANAGEMENT IMPROVEMENT BRANCH

MTC 1

1201 Wilson Ave., West Tower

Downsview M3M 1J8

416-248-7103

Management Improvement Branch reviews, recommends and promotes changes for increased efficiency and effectiveness of Ministry management, structural organization, management systems, procedures and practices. It carries out management studies and provides an internal management consulting service.

AFFIRMATIVE ACTION PROGRAM

MTC 2

1201 Wilson Ave., East Bldg.

Downsview M3M 1J8

416-248-7125

The Affirmative Action Program Manager plans, develops and coordinates the **Affirmative Action Program** to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

PUBLIC AND SAFETY INFORMATION BRANCH

MTC 3

1201 Wilson Ave., West Tower

Downsview M3M 1J8

416-248-3708

Public and Safety Information Branch originates and coordinates programs and projects stressing **safety** in the operation of cars and commercial **vehicles**, **motorcycles**, mopeds, bicycles, **snowmobiles** and **school buses**. The branch develops and distributes **school** safety materials and **seat belt** information and provides related safety **films**. **Road** bulletins and a telephone road reporting service on the condition of roads and **highways** in Ontario are also services provided by this branch (contact the Ministry's regional or district offices listed under the Operations, Regional entry, MTC 60).

Public and Safety Information Branch also establishes communications policy for the Ministry, advises branches on communications problems and provides communication

support to the Minister and Deputy Minister. The branch is responsible for informing the public, client groups and media about the Ministry's activities. Other activities include media liaison, answering public inquiries and producing and distributing audio-visual materials. **Deaf** or hearing handicapped persons who have access to the teletype (TTY) network device can call 248-3331.

STRATEGIC POLICY SECRETARIAT

MTC 4

1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-248-7121

Strategic Policy Secretariat, an internal secretariat working directly for the Minister or Deputy Minister, manages the ministry's strategic policy development and planning process, assesses external factors affecting present or future ministry strategy; prepares special strategic policy studies and handles inquiries about the ministry's **Strategic Policy Committee**.

The **Human and Social Factors Office** carries out studies and provides consulting services which focus on people and related societal issues. These services support the development and evaluation of ministry programs, policies and corporate directions.

The **Outlooks Office** in the Strategic Policy Secretariat monitors the external environment and provides the ministry with information and analysis through medium and long term future studies on social, **economic**, institutional and **technological** developments as they relate to **transportation** and **communications**. It identifies potential strategic issues which may be of significant interest to the Ministry's Strategic Policy Committee.

INTERNAL AUDIT BRANCH

MTC 5

1201 Wilson Ave., West Tower, 7th Flr.
Downsview M3M 1J8
416-248-3671

Internal Audit Branch performs the audit functions for this Ministry and the Ministry of Northern Development and Mines including the review and appraisal of ministry accounting, financial and operational controls. The branch also audits the ministry's electronic data processing systems.

OFFICE OF LEGAL SERVICES

MTC 6

1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-248-3617

This office provides legal services for the ministry including advice on **driver** and **vehicle** matters (248-3617). It counsels the ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc.. The office is responsible to the Attorney General's Office.

Regional solicitors who deal primarily with property matters are located in the Operations, Regional offices in Toronto, (248-3074); London, (519-681-1441); North Bay, (705-472-7900) and Kingston, (613-545-4720). Claims Section (248-3127) handles **insurance** claims against the Crown for injuries and property damage arising from **accidents** on provincial highways or involving government **vehicles**, as well as claims by

the Crown for damage to **highway** property or government vehicles excluding OPP vehicles.

COMMUNICATIONS DIVISION

COMMUNICATIONS DIVISION

MTC 7

1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-248-3711

The Communications Division provides policy, operational and technical advice on issues affecting Ontario consumers, suppliers and manufacturers of telecommunications systems and service. Activities include policy development, representations/interventions before the federal government and CRTC, research, technology assessments, and industry and federal-provincial liaison on **communications** matters. Division **publications** are **Ontario Communications News**, the **Ontario Communications Handbook** and a wide range of technical reports on communications matters.

OPERATIONS AND TECHNOLOGY OFFICE

MTC 8

1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-248-3567

This office is responsible for improving **communications** service and/or efficiency by promoting the application of new communications **technology** in telecommunications, transportation and other sectors, both public and private. This is done through the provision of operational and technical assessments, advice and/or demonstration projects.

BROADCASTING AND CABLE BRANCH

MTC 9

1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-248-3711

The Broadcasting and Cable Branch actively promotes policies, positions and activities relative to the **broadcasting** and **cable** interests of Ontario's residents and industries, through **research**, investigations and presentation to the CRTC and federal government. The branch also fosters economic growth in the broadcasting and cable and related industries.

The **Cable/Broadcast Office** (248-3645) represents the interests of Ontario regarding **cable television** services and other non-broadcast delivery **technologies** by identifying and evaluating regulatory issues and developing and recommending policies and positions to the Canadian Radio-Television and Telecommunications Commission (CRTC) and the federal government in order to influence federal policy.

The **Television and Radio Policy Office** (248-3731) represents the interests of Ontario in **broadcasting** by identifying and evaluating regulatory issues and developing and recommending policies and positions to the CRTC and the federal government in order to influence federal policy.

TELECOMMUNICATIONS BRANCH

MTC 10

1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-248-3711

This branch promotes policies, positions and activities relative to **telecommunications** interests of Ontario's residents and industries through **research**, investigations and presentations to the CRTC and Federal Government. The branch also promotes economic growth in the telecommunications sector.

The **Regulatory Matters Office** (248-3961) identifies and evaluates **telecommunications** regulatory issues. It recommends and implements appropriate responses to promote access to services at reasonable rates and provide efficient communications networks and economic growth.

The **Telecommunications Industry Development Office** (248-3736) provides industry analysis and 'intelligence' to the ministry in the telecommunications sector and assists **industry** to contribute to its economic growth.

The **Telecommunications Policy Office** (248-3822) makes recommendations on **telecommunications** policies and positions including representations to the federal Department of Communications (DOC) to influence federal policy. It also advises the Lieutenant Governor-in-Council on policy direction to the **Ontario Telephone Service Commission (OTSC)**.

HIGHWAY OPERATIONS AND MAINTENANCE DIVISION**HIGHWAY OPERATIONS AND MAINTENANCE DIVISION**

MTC 11

1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-248-3587

This Division is responsible in the areas of **highway operations and highway maintenance** for the development of policies, procedures and systems; conformity of program delivery processes; maintenance planning and budgeting; assessment of operational efficiency; and identification of needs for change and improvement as well as availability of professional expertise.

CORRIDOR CONTROL SECTION

MTC 12

1201 Wilson Ave., West Bldg.
Downsview M3M 1J8
416-248-3658

The Corridor Control Section coordinates the review of development proposals (plans of **subdivision**, **official plans** and **zoning** by-laws) which may affect provincial **transportation** proposals (e.g. provincial **highways**, future **transit** routes, etc.). The Section develops policies and procedures for the corridor control program on access policies and right-of-way protection and provides advice to other government agencies, municipalities, developers and the public. Program administration is shared by district and regional offices, see this Ministry's Operations, Regional entry, MTC 60.

EQUIPMENT ENGINEERING OFFICE

MTC 13

1201 Wilson Ave., Central Bldg.

Downsview M3M 1J8

416-248-3231

The Equipment Engineering Office develops specifications, policies and procedures for the purchase, repair and maintenance of the Ministry's **vehicles** and equipment; evaluates **tenders** and trains Ministry **garage** staff.

TRAFFIC MANAGEMENT AND ENGINEERING OFFICE

MTC 14

1201 Wilson Ave., Central Bldg.

Downsview M3M 1J8

416-248-3781

The Traffic Management and Engineering Office develops and implements policies, standards and procedures for **traffic** control devices (traffic signs and signals), illumination, **speed limits**, **electrical** design, electrical maintenance, etc., on provincial **highways**. It develops and maintains an **accident** information file; develops improvements and traffic control techniques and devices and assists in **municipal** studies and improvements. It operates the **Q.E.W. Freeway Traffic Management System** and is implementing similar systems for Highway 401, Burlington Skyway and the Ottawa Queensway. Operational activities of the above functions are carried out by the regional offices (see this Ministry's Operations, Regional entry MTC 60).

MAINTENANCE BRANCH

MTC 15

1201 Wilson Ave., Central Bldg.

Downsview M3M 1J8

416-248-3206

The Maintenance Branch develops policies, standards and procedures required for **highway** maintenance operations including highway **landscaping**, **advertising** signs and building **permits**.

ASSISTANT DEPUTY MINISTER - FINANCE AND ADMINISTRATION

FINANCIAL PLANNING AND ADMINISTRATION BRANCH

MTC 16

1201 Wilson Ave., West Tower

Downsview M3M 1J8

416-248-3465

The Financial Planning and Administration Branch provides the Ministry with financial direction, planning, management and accounting services and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other Ontario government ministries and agencies. The branch is organized into four main function areas: general accounting including payroll, accounts payable and expense account services; financial systems development, maintenance, and control; budgetary planning, evaluation, development, control and analysis; prequalification of contractors for bidding on government contracts.

COMPUTER SYSTEMS BRANCH

MTC 17

1201 Wilson Ave., 2nd Flr., West Tower

Downsview M3M 1J8

416-248-7491 General Information

416-248-3221 Client Support

Computer Systems Branch is involved with computer systems development and maintenance for ministry applications. Systems specialists create computer related systems for management and regulatory applications as well as transportation/engineering applications. Computer Production Services provides production technical control, equipment acquisition, graphic production and data conversion services. Data processing standards, procedures and policies are evolved and maintained and the development of corporate information processing plans and strategies is carried out. A client information support service for mainframe and micro hardware and software users is being created.

TRANSPORTATION CAPITAL BRANCH

MTC 18

1201 Wilson Ave., West Tower

Downsview M3M 1J8

416-248-3551

This Branch is responsible for the effective management of all transportation capital investment resources. It also provides program planning, priority setting, scheduling and expenditure control for the **Provincial Highways Program**.

The Capital Investments Office provides consolidated capital planning and management information and recommendations on proposed and active **transportation** capital investments. It manages the effective use of available capital funds within transportation programs: Provincial Highways, Provincial Transit, Municipal Transit, Municipal Roads and Provincial Transportation/Air.

The Highway Program Planning Office develops program strategies, policies, objectives and long range plans. It develops and maintains planning information, carries out system planning studies for provincial **highways** and applies priority planning techniques for proposed highway improvements.

The Highway Program Administration Office provides an administrative and financial coordinating function within the Provincial **Highways** Program, including establishment of budgets and control of annual expenditures. It also prepares and maintains multi-year highway **construction** plans and is responsible for staging, award schedules and expenditure control of all provincial highway improvement initiatives.

HUMAN RESOURCES BRANCH

MTC 19

1201 Wilson Ave., West Tower

Downsview M3M 1J8

416-248-3643

The Human Resources Branch performs the personnel functions for the Ministry of Transportation and Communications and for the Ministry of Northern Development and Mines. The branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. It is responsible for the establishment of ministry personnel policies and procedures; designing, implementing and managing a Human Resource Planning Process; the establishment of appropriate classification and compensation levels for ministry employees; and developing programs

to encourage the practice of good health and safety habits in the work place, including the administration of Workers' Compensation Board claims. The branch also carries out staff recruitment including management trainees; programs for staff relations including all aspects of the grievance procedure and contract administration; staff development and training; and all matters affecting working conditions and performance. The branch maintains the Ministry's personnel, payroll and employee benefit records and provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

SUPPLY AND SERVICES BRANCH

MTC 20

1201 Wilson Ave., Central Bldg.

Downsview M3M 1J8

416-248-3178

Supply and Services branch provides the Ministry with the following: the Administrative Services Office comprised of three main sections, provides a broad range of information management, office technology, accommodation, telecommunications, building maintenance and graphic production/distribution services; the Information Management Section (248-3531) deals with information and data resource management issues; the Office Services Section (248-3341) provides a wide spectrum of facilities and services related to an integrated office environment; and the Graphic Services Section (248-3555) is a centralized graphics and publications planning, production and distribution facility, which also coordinates the production and distribution of ministry **maps** and **manuals**, including Ontario road maps (248-3476).

The **Library** and Information Centre at 1201 Wilson Ave., Central Bldg., 1st Flr., Downsview (248-3591) contains a comprehensive book and periodical collection on ground transportation and communications and selected materials in related fields. The Centre has been designated the **Ministry reading room** to provide public access to ministry publications, statistics and some manuals and internal procedures used by the Ministry.

The Service Centre and Food Services Section (248-7408) is responsible for the **service centres** on Highways 400 and 401 and monitors **food** services within the Ministry.

The Purchasing and Supply Office (248-3361) provides for procurement, sales and distribution via 5 sections: Ontario Vehicles and Fuels Purchasing Section (248-3841) which purchases all **vehicles**, **petroleum products** and tires for the Ontario Government; General Purchasing Section (248-3241); Tenders Section (248-3651); Central Stores Section (248-3315); and the Regional Advisory and Disposal Section (248-3725). The latter section disposes of all vehicles for the Ontario Government as well as many other surplus and obsolete items.

GOVERNMENT GARAGE

MTC 2

881 Bay St.

Toronto M5S 1Z7

416-965-2148

The Government Garage provides a complete chauffeuring and **garage** service to all government ministries.

FRENCH LANGUAGE SERVICES

MTC 22

1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-248-7100

The French Language Services Coordinator implements, within this Ministry, the government's policy on French language services (the provision of such services to the Franco-Ontarian public).

SERVICES EN FRANCAIS

Le coordonnateur des services en français de ce Ministère est responsable de la mise en oeuvre de la politique du gouvernement en matière de services en langue française (services aux Franco-Ontariens en langue française).

ASSISTANT DEPUTY MINISTER - ENGINEERING AND CONSTRUCTION

ESTIMATING AND ENGINEERING CLAIMS OFFICE

MTC 23

1201 Wilson Ave., 6th Flr., West Tower
Downsview M3M 1J8
416-248-3401/3611

The Estimating and Engineering Claims Office advises senior ministry officials on the fair price to pay for **highway construction** and maintenance contracts. It can provide an **economic** analysis of highway construction and related work, and it produces annual reports on the cost per mile of construction, structures and unit bid prices. It is capable of determining **energy** requirements along with the quantities and unit value of manufactured and raw material incorporated into the work.

The office also assesses claims for additional costs submitted by contractors awarded Ministry engineering contracts including all phases of **highway construction** and maintenance, construction of **bridges** and tunnels and associated work.

PROPERTY OFFICE

MTC 24

1201 Wilson Ave., Lower Flr.
Downsview M3M 1J8
416-248-3213

Property Office is responsible, in the areas of **property appraisals**, acquisition, management and disposal, for the provision of and compliance to provincial policies and procedures. It ensures a high and uniform standard of performance in the area of **land** appraisals by performing 'on line' reviews of regional appraisals; provides and coordinates technical training programs and administers overall property budget. It also prepares all **arbitration** cases proceeding before the **Ontario Municipal Board**. Contact offices listed under Ministry of Transportation and Communications, Operations, Regional, MTC 60.

HIGHWAY ENGINEERING DIVISION

HIGHWAY ENGINEERING DIVISION

MTC 25

1201 Wilson Ave., East Bldg.

Downsview M3M 1J8

416-248-3181

The Highway Engineering Division develops policies, design procedures and systems, conducts research and development and provides expert advice for the infrastructure of the King's Highway System. It also monitors the implementation and effectiveness of the processes and technologies used and identifies needed improvements in consultation with the Ministry's regional offices and with industry.

ENGINEERING MATERIALS OFFICE

MTC 26

1201 Wilson Ave., Central Bldg., Rm. 313

Downsview M3M 1J8

416-248-3987

Engineering Materials Office, Bituminous (248-3688), Concrete (248-3684), Chemicals (248-3149) and **Soils** and Aggregates (248-3286) Sections provide quality standards, policies and guidelines for **asphalt concrete** pavements; portland cement concrete pavements; **chemical**, and special products, respectively. Sections provide specialized expertise through **laboratory** testing, technical evaluation and approval services related to bitumen and bituminous products; concrete and concrete products; chemical and special products used in the design, **construction** and maintenance of the transportation system including **highways** and **bridges**. The Foundations Design Section (248- 3282) carries out field investigations and recommends types of structure foundations. The Engineering Materials Office publishes reports which are distributed within the Ministry and are available to others on request.

ENVIRONMENTAL OFFICE

MTC 27

1201 Wilson Ave., West Bldg.

Downsview M3M 1J8

416-248-3931

The Environmental Office develops policies and procedures required for the Ministry's compliance with **environmental** legislation and regulations. The **Environmental Resource Centre** provides public access to reports, guidelines and data related to transportation-environmental problems and issues. Environmental units are located in each of the Ministry's field offices (see this Ministry's Operations, Regional entry, MTC 60.)

HIGHWAY DESIGN OFFICE

MTC 28

1201 Wilson Ave., West Bldg.

Downsview M3M 1J8

416-248-3541

The Highway Design Office develops policies and procedures for preliminary and detail **design**, **drainage** and **hydrology** and new products. It determines the skidding performance of pavements, evaluates the roughness and riding quality of **highways**, and develops and maintains standard specifications and standard drawings that reflect ministry **construction** and maintenance requirements. It develops, monitors and provides technical expertise on automation of highway design activities. This is carried out by a number

of sections including: Design Development; Design Evaluation and Pavement; Highway Standards; Drainage and Hydrology Development and Design Automation.

STRUCTURAL OFFICE

MTC 29

3501 Dufferin St., 4th Flr.

Downsview M3K 1N6

416-248-3516

The Structural Office designs **bridges** and retaining walls on **highways** and prepares plans and contract documents for their **construction**. It reviews proposed designs of **municipal** bridges and culverts; evaluates the safe load carrying capacity of bridges and recommends enactment of municipal load limit by-laws. It generates and maintains structural standards, structural manuals and handbooks and design aids.

SURVEYS AND PLANS OFFICE

MTC 30

1201 Wilson Ave., East Bldg.

Downsview M3M 1J8

416-248-3627

The Surveys and Plans Office provides the Ministry with policy guidelines and procedures for aerial and ground **surveys** and **remote sensing**. It produces photogrammetric plans, cartographic **maps**, computer services, legal documentation and control survey data/services. Maps are available to the public through the Administrative Support Services Section of the Supply and Services Branch (248-3476), see entry MTC 20.

Information is available on an area basis from the regional and district offices listed under this Ministry's Operations, Regional entry, MTC 60.

RESEARCH AND DEVELOPMENT BRANCH

MTC 31

1201 Wilson Ave., Central Bldg.

Downsview M3M 1J8

416-248-3917

The branch conducts **research** and development activities to improve the physical and safety attributes of highways. Pavement related research focuses on design procedures, pavement performance, and the development of **pavement management systems**. Research on **bridge** structures ensures adequate load-carrying capacity, safety, economy, durability and the development of a bridge design code. The branch conducts research on materials, construction and the environment to improve the in-service performance and behaviour of materials as well as the interaction of the **highway** facility with the immediate environment and the vehicle. A wide variety of technical **publications** (248-7226) are available.

The **Pavement Research** group (248-3355) conducts and manages **research** relating to the design, maintenance, protection and management of **highway** pavements. Some of their projects involve commercial **vehicle** weights and measures, crack sealing, performance evaluation of pavements and maintenance techniques, and computer-based performance prediction methods and **pavement management systems**.

A principal concern of the **Materials and Engineering Systems Research** group (248-3355) is the **corrosion of concrete structures**. Technology has been developed for cathodic protection of **bridge** decks, parking **garages** and similar structures. The group has also developed techniques and standards for the **rehabilitation** of deteriorated decks.

Other areas of interest include the **environmental effects** of road salt, alternative de-icing **chemicals**, **geotextiles** and design of **drainage** systems.

The **Structural Research Office** (248-3355) staff maintains a program of **bridge** testing to ensure the viability and strength of Ontario's highway bridges. This group is also instrumental in the development of the **Ontario Highway Bridge Design Code** and new structural analysis and design techniques such as partial pre-stressing.

The **Highway Operating Systems** group (248-3355) is active in a variety of fields, including guiderail **design** and evaluation, illumination **design**, **noise** control and engineering economy.

Traffic Systems (248-3355) is responsible for areas which include freeway **traffic** management systems, municipal traffic control, two-lane rural highway **traffic** prediction and pedestrian risk-taking. Staff are also evaluating high- tech applications such as security control and obstacle avoidance for automated **transit**, laser **communications** and the potential of **computer** artificial intelligence in ministry operations.

The objective of the **Technology Applications** group (248-3355) is to improve the implementation of **research** findings into ministry practice. Central to this is the integration of new products and engineering techniques into practice. The group is developing a computer database of new product information and the **Designated Source List** for **contractors**. Group **publications** include technical reports based on in-house research and funded projects.

ASSISTANT DEPUTY MINISTER - PROVINCIAL/MUNICIPAL TRANSPORTATION

COORDINATOR EXTERNAL RELATIONS

MTC 32

1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-248-3789

The Coordinator External Relations coordinates **intergovernmental** relationships between Ontario and the other provinces and the Federal Government in the field of **transportation**. The Coordinator monitors the activities, new programs and legislation of other provincial governments and the Federal Government, and assesses the possible impact on the Ministry for the information of senior management.

TRANSPORTATION INDUSTRY OFFICE

MTC 33

Central Bldg., Rm. 102
1201 Wilson Ave.
Downsview M3M 1J8
416-248-7193

The Transportation Industry Office provides a focus within the Ministry for increasing initiatives related to **technological** and **industrial** development in Ontario. This function is realized by working with other ministries and levels of government to promote the development of **business** opportunities identified through MTC's wider-ranging **transportation** related activities and by participating with business and other government agencies in the aggressive marketing of Ontario's transportation products, services and expertise in the international marketplace.

PROVINCIAL TRANSPORTATION DIVISION

AIR OFFICE

MTC 34

1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-248-3325

The Air Office provides technical advice and administers **financial assistance** to **municipalities** for municipal **airports**. It develops provincial policy on **aviation** matters; reviews applications before the Air Transport Committee of the Canadian Transport Committee; prepares provincial positions to influence the committee and the Federal Government; plans provincially funded **air** services and plans and programs the construction and maintenance of remote airports in **northern Ontario**.

The actual construction and maintenance activities for remote airports are carried out by the Remote Northern Transportation Office, Northwestern Region, MTC 67.

MARINE OFFICE

MTC 35

1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-248-7131

The Marine Office works closely with the federal government and in cooperation with marine interests within the province to develop provincial policy to support the continued development of the **Great Lakes** and their ports as a viable commercial water **transportation** mode.

RAIL OFFICE

MTC 36

1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-248-3744

The Rail Office develops provincial policy on **rail** matters. It maintains close contact with **railway** companies, shippers and regulatory authorities.

INTERCITY TRANSPORTATION PLANNING OFFICE

MTC 37

1201 Wilson Ave., 2nd Flr., West Tower
Downsview M3M 1J8
416-248-3727

The Intercity Transportation Planning Office is responsible for developing corporate policy positions on multi-modal passenger **transportation** issues and for developing long range perspectives for both public and private transportation, particularly in the intercity context. It is also responsible for the Ministry's role in support of inter-modal passenger terminals and publishes the '**Ontario Intercity Guide to Public Transportation**' for free distribution.

GOODS DISTRIBUTION SYSTEMS OFFICE

MTC 38

1201 Wilson Ave., 2nd Flr., West Tower
Downsview M3M 1J8
416-248-7437

The Goods Distribution Systems Office provides a consulting services program for On-

tario **business** and **industry** encountering difficulties in the physical distribution of their products. Service is provided by professional staff located in Downsview (see above), Thunder Bay and Timmins. The office also acts as the primary focus of Ministry contact with those in the private sector responsible for goods distribution. It provides analysis and prepares policy on goods distribution issues.

Goods Distribution Systems Office
435 James St. S.
Thunder Bay P7C 5G6
807-475-SHIP

Goods Distribution Systems Office
Timcor Building, Ste. 202
273 Third Ave.
Timmins P4N 1E2
705-268-SHIP

MUNICIPAL TRANSPORTATION DIVISION

MUNICIPAL TRANSPORTATION DIVISION
1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-248-3585

MTC 39

The Municipal Transportation Division manages the Ministry's municipal transfer programs which assist municipalities in the development and operation of their transit systems and in the construction, rehabilitation and maintenance of their road systems. Authority is provided through the Public Transportation and Highways Improvement Act, Local Roads Boards Act and the Statute Labour Act.

POLICY PLANNING BRANCH
1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-248-3638

MTC 40

The branch consists of three offices: Transportation Demand Research Office (248-3795); Municipal Transportation Policy Office (248-3727); Toronto Area Coordinating Office (248-7402). It is responsible for policy and planning initiatives to guide municipal **transportation** in achieving a balanced system of transit and roads to move people and goods within Ontario by developing position papers on key issues and specific policy options; carrying out research into **travel** demand; monitoring future trends and travel behaviour in the province; implementing policy directions to coordinate its efforts with other offices and ministries, municipalities and transportation agencies and providing a transportation focus within MTC for major planning initiatives in the greater Toronto area.

MUNICIPAL ROADS OFFICE
1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-248-3621

MTC 41

The Municipal Roads Office develops policy for the provision of **financial assistance** to all **municipalities** and groups in **unorganized territories** for the **construction** and maintenance of **roads** and **bridges**. It develops systems to assist municipalities in the overall programming of capital works and processes submissions to the **Urban Transportation Assistance Program** involving municipal roads. The office administers the Public Transportation and Highways Improvement Act and the Local Roads Boards Act. Con-

struction and maintenance in unorganized territories as well as direct contact on a day-to-day basis with municipalities is carried out in various district offices under the direction of Regional Municipal Roads Offices. For a list of the district offices see this Ministry's Operations, Regional entry, MTC 60.

TRANSIT OFFICE MTC 42
1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-248-3785

The Transit Office provides **financial assistance** to **municipalities** for **transit** operations by bus, streetcar, subway, and by parallel services for physically **disabled persons**; for construction, acquisition and rehabilitation of capital assets and equipment; for transit planning studies and demonstration projects. The office provides municipalities with technical and organizational assistance in transit operations.

PAYMENT VERIFICATION OFFICE MTC 43
1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-248-3671

The Payment Verification Office is responsible for auditing and verification of **subsidies** paid to **municipalities** under the **Provincial Transfer Payment Subsidy Program** covering roads, bridges, transit, airports and the purchase of goods and services. It is also responsible for municipal transfer payment verification of accounts for the Ministry of Northern Mines and Development.

TRANSPORTATION TECHNOLOGY AND ENERGY BRANCH MTC 44
1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-248-3881

The Transportation Technology and Energy Branch conducts and promotes the **research**, development and application of transportation and **energy** technologies and systems to improve the efficiency and effectiveness of Ontario's **transportation** systems. It supports the transportation industry and fosters economic growth.

Technical Publications (248-7226) provide for the **publication** and distribution of technical reports and newsletters, brochures, etc., in support of the branch's activities.

TRANSPORTATION TECHNOLOGY AND ENERGY BRANCH MTC 45
AUTOMOTIVE TECHNOLOGY AND SYSTEMS OFFICE
1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-248-3771

This Office initiates, promotes, coordinates, conducts and evaluates research, development and demonstration activities directed towards improvements in **transportation** productivity, **safety** and application of technology to transportation. Activities are conducted in the areas of **bus transit** and commercial vehicles, including stability and handling. The

office supports the **Transportation Energy Management Program** with research in **motor vehicles, trucks** and alternate **fuels**, and in **electric** propulsion systems. To accommodate the testing needs of the Ministry and the Program, a central **laboratory**, with a wide range of testing and instrumentation skills, has been established.

TRANSPORTATION TECHNOLOGY AND
ENERGY BRANCH
RAIL TECHNOLOGY AND SYSTEMS OFFICE
1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-248-3807

MTC 46

The Rail Technology and Systems Office initiates, promotes, coordinates, conducts and evaluates **research**, development and demonstration activities directed towards improvements in **rail transportation** performance, productivity and **safety**. Activities of the office include evaluating research and development proposals, reviewing and directing Ministry-funded rail transit projects; studies of track/train dynamics, suspension systems, structural dynamics, stress analysis, etc.; rail vehicle testing; and application of vision systems technology to wheel/rail inspection and measurement.

TRANSPORTATION TECHNOLOGY AND
ENERGY BRANCH
TRANSIT CONTROL TECHNOLOGY AND SYSTEMS OFFICE
1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-248-3807

MTC 47

The Transit Control Technology and Systems Office conducts research, development and demonstration activities in the application of control and information system technologies to improve transportation and communications in Ontario. Emphasis is placed on assisting the private sector to improve productivity and increase the export potential of their goods and services. Activities are concentrated in the areas of urban transit management; vehicular control systems; information systems; advanced technology applications such as **Wide Area Vehicle Monitoring (WAVM)**, transit maintenance information systems, robotics and expert systems for transit maintenance and operations.

TRANSPORTATION TECHNOLOGY AND
ENERGY BRANCH
TRANSPORTATION ENERGY MANAGEMENT PROGRAM (TEMP)
1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-248-7296

MTC 48

The Transportation Energy Management Program (TEMP) promotes energy efficiency and the use of alternative **fuels** with the aim of reducing Ontario's dependence on oil in its transportation sector. It is a joint program with the Ministry of Energy and deals with the following areas: **municipal transportation energy conservation**; ride-sharing (car and van pooling); DriveSave (**driver** efficiency improvement); TruckSave (**truck** energy conservation); alternative transportation fuels (propane, **natural gas**, methanol, greater use of diesels); administration of Government of Ontario energy management program for its own **vehicle** fleet.

ASSISTANT DEPUTY MINISTER - SAFETY AND REGULATION

SPECIAL PROJECTS

MTC 49

201 Wilson Ave., West Bldg.
Downsview M3M 1J8
16-248-3634

The Special Projects Office is responsible for the coordination of reform in **trucking** regulations. The program serves private and public commercial trucking interests and government departments concerned with changes to trucking legislation. This office is also responsible for coordinating the **Driver System Review Project (DSRP)** which will upgrade and improve procedures and computer support for driver licence administration.

TRANSPORTATION REGULATION

MTC 50

DEVELOPMENT BRANCH

201 Wilson Ave., West Bldg.
Downsview M3M 1J8
16-248-3548

The branch promotes the safe and efficient highway transportation of people and goods within Ontario by: determining and evaluating regulatory program needs of **drivers** and **vehicles**, both private and commercial; providing information and liaison on matters relating to government policies concerning the **highway** carrier industries and preparing drafts for proposed legislation and regulation. It aids the Ontario Highway Safety Coordinator in his responsibility to promotion and coordination of **highway safety** efforts through support of road user safety **education** in high schools; development and coordination of policies and programs designed to improve driver performance and the annual publication of the '**Ontario Motor Vehicle Accident Facts Book**'.

TRANSPORTATION REGULATION OPERATIONS DIVISION

SYSTEMS IMPROVEMENT OFFICE

MTC 51

680 Keele St., East Bldg.
Downsview M3M 3E6
16-248-3717

The Systems Improvement Office is an internal systems support office serving the operational units within the Safety and Regulation Program. This office undertakes maintenance and development activities relating to the Drivers, Vehicles and Carrier systems for internal and external parties). Systems maintenance and development is handled out of Toronto and the Kingston office located at 51 Queen St., Kingston K7K 1A3 (613-544-220).

COMPLIANCE BRANCH

MTC 52

CARRIER LICENSING AND INFORMATION OFFICE

201 Wilson Ave., East Bldg.
Downsview M3M 1J8
16-248-7146

Carrier Licensing and Information Office administers the **Public Vehicles Act** and the **Public Commercial Vehicles Act**. The office issues **licences** to: public vehicles (PV), e.g., **buses** and charter operations (248-7146); to public commercial vehicles (PCV), e.g., **truck**, **tractors**, dual purpose vehicles operating for hire in Ontario beyond the municipality of

origin; and to **freight forwarders (FF)**. It issues **Class L permits** (single-trip) to U.S. common carriers for movements of freight-in-bond through Ontario to another destination, e.g., corridor movements. The office administers the **Motor Vehicle Inspection Station (MVIS)** program (248-7418) and issues licences to qualified applicants. It provides **Safety Standard Certificates (SSC)** and inspection stickers to licensed **garages** for dump trucks, school bus and propane powered vehicles. Applications for cartage licences within a municipality should be made at the Clerk's office in the municipality. Vehicle inspection and issuance of permits are carried out by the regional and district offices listed under this Ministry's Operations, Regional, Drivers and Vehicles Office entry, MTC 63.

COMPLIANCE BRANCH
OFFICE OF SPECIAL INVESTIGATIONS
1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-248-7156

MTC 53

Office of Special Investigations conducts investigations into purported contraventions under the Motor Vehicle Transport (Federal), Public Commercial Vehicles (Provincial) and Public Vehicles (Provincial) Acts. It monitors operations of over the road carriers and initiates sanction proceedings against chronic offenders of the aforementioned Acts.

COMPLIANCE BRANCH
OPERATIONAL POLICY AND STANDARDS OFFICE
1201 Wilson Ave., West Bldg.
Downsview M3M 1J8
416-248-7151

MTC 54

The Operational Policy and Standards Office promotes the uniform delivery of programs to the public by providing directives, operating procedures and technical expertise within the Compliance Branch.

COMPLIANCE BRANCH
WEIGHTS AND DIMENSIONS OFFICE
1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-248-3702/7405

MTC 55

This office contributes to the protection of Ontario roads by enforcement of controls on **vehicle** weights and dimensions. It responds to public and industry inquiries in the area of oversize and overweight vehicle **permit** moves and issues permits applicable to these moves.

COMPLIANCE BRANCH
VEHICLE STANDARDS OFFICE
1201 Wilson Ave., West Bldg.
Downsview M3M 1J8
416-248-3548

MTC 56

The Vehicle Standards Office provides consulting services to the Ministry, other government agencies and the public regarding **vehicle** related legislation and regulations, vehicle safety standards, vehicle performance and handling characteristics.

COMPLIANCE BRANCH
DANGEROUS GOODS TRANSPORTATION PROJECT

MTC 57

1201 Wilson Ave., West Bldg.
Downsview M3M 1J8
416-248-3435

This office coordinates the Province's role in the area of public safety and development of a uniform national code for the transportation of dangerous goods.

LICENSING AND CONTROL BRANCH

MTC 58

2680 Keele St., East Bldg.
Downsview M3M 3E6

The Licencing and Control Branch regulates qualifications and performance of **drivers** and **vehicles** and maintains licensing, registration and conviction records for drivers and vehicles. The branch also provides **driver** and **vehicle** information to the public, the courts and law enforcement agencies. Vehicle licensing inquiries, call 416-244-1115; driver control inquiries (suspensions, demerit points), call 416-249-3303; driver licensing inquiries (renewals, change of address), call 416-249-8571; or contact nearest regional or district Drivers and Vehicles Office, MTC 63.

LICENSING AND CONTROL BRANCH
RECIPROCITY AND PRORATE OFFICE

MTC 59

1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-248-7276

The Reciprocity and Prorate Office administers Ontario's participation in the **Canadian Agreement on Vehicle Registration (CAVR)**, which has been implemented by all ten Canadian provinces (excluding the territories). The objective of the agreement is to provide for the smooth and efficient movement of goods across provincial boundaries, allowing **trucking** companies and commercial carriers to apportion their **licence** fees in each participating province. It provides reciprocity for **registration of commercial motor vehicles (trucks and buses)** in the following ways. Full and free reciprocity is provided for small **trucks, trailers, charter buses** and trucks carrying used household goods. Commercial **vehicles** not covered by full and free reciprocity may be registered in member jurisdictions and have the registration fees prorated based on the distance travelled in each jurisdiction.

OPERATIONS, REGIONAL

OPERATIONS, REGIONAL

MTC 60

Operations, Regional of this Ministry are conducted through five regional and 18 provincial highways district offices which perform pre-contract engineering, **construction** and maintenance activities and other functions associated with the **Provincial Highways Program**. In addition, they provide some of the program delivery functions of the Municipal Roads Program, Safety and Regulations Program and Air Program. These functions are described more fully under the following Operations, Regional entries: Administrative Services, Construction Office, Drivers and Vehicles Office, Engineering and Right-of-Way Office, Maintenance Office, Municipal Roads Office, Remote Northern Transportation, Resources Planning and Scheduling. In addition to operating out of the five regional offices, the Drivers and Vehicles Office has 12 district offices and a number of

driver examination centres (listed under the Operations, Regional, Drivers and Vehicles Office, MTC 63).

The 18 provincial highways district offices assist municipal authorities in developing and maintaining a system of highways that meets municipal needs and is complementary to the provincial highways system. They provide advice to **municipalities** on construction and maintenance techniques when requested and authorize payment of Ministry **subsidy** funds to municipalities. In **unorganized territories** the district offices carry out construction or maintenance of local roads in cooperation with land owners. The offices also provide information on the condition of provincial **roads** and **highways**. Listed below are the five regional and 18 provincial highway district offices.

CENTRAL REGION

Regional Office

5000 Yonge St.

North York M2N 6E9

416-224-7400

If long distance dial

1-800-268-0637 (General Information)

1-800-268-1376 (Road Information)

District 4

P. O. Box 5020

1182 North Shore Blvd.

Burlington L7R 3Z9

416-637-5625

District 7

P. O. Box 150

138 Hope St. N.

Port Hope L1A 3W3

416-885-6381

District 6

5000 Yonge St.

North York M2N 6E9

416-224-7400

EASTERN REGION

Regional Office

P. O. Box 4000

355 Counter St.

Kingston K7L 5A3

613-544-2220

If long distance dial

1-800-267-0295 (General Information)

1-800-267-0284 (Road Information)

District 10

P. O. Box 300

64 Monck Rd.

Bancroft K0L 1C0

613-332-3220

If long distance ask Operator

for Zenith 83580

(General & Road Information)

District 8

P. O. Box 4000

355 Counter St.

Kingston K7L 5A3

613-544-2220

District 9

530 Tremblay Rd.

Ottawa K1G 0E4

613-745-6841

NORTHERN REGION

Regional Office

P. O. Box 477

McKeown Ave.

North Bay P1B 8L2

705-472-7900

If long distance dial

1-800-461-9547 (General Information)

1-800-461-9523 (Road Information)

District 16

P. O. Box 820

50 Third Ave.

Cochrane P0L 1C0

705-272-4333

District 11
207 Main St.
Huntsville P0A 1K0
705-789-2391

District 14
P. O. Box 1390
Rockley Rd.
New Liskeard P0J 1P0
705-647-6761

District 13
P. O. Box 477
McKeown Ave.
North Bay P1B 8L2
705-472-7900

District 17
P. O. Box 7000
Station 'A'
Sudbury P3A 4S2
705-522-9380

NORTHWESTERN REGION

Regional Office
615 James St. S.
P. O. Box 1177, Station 'F'
Thunder Bay P7C 4X9
807-577-6451
If long distance dial
1-800-465-6941 (General Information)
1-800-465-6943 (Road Information)

District 20
P. O. Box 1070
808 Robertson St.
Kenora P9N 3X9
807-468-6494

District 18
P. O. Box 500
MacDougall St.
Sault Ste. Marie P6A 5M6
705-256-5682

OPERATIONS, REGIONAL ADMINISTRATIVE SERVICES

Regional and district offices provide a variety of services relating to financial, personnel, supply and support service matters to all program staff operating out of regional/district

District 19
P. O. Box 96
615 James St. S.
Thunder Bay P7C 4V7
807-577-6451

SOUTHWESTERN REGION

Regional Office
P. O. Box 6338
659 Exeter Rd.
London N5V 2Y4
519-681-1441
If long distance dial
1-800-265-6072 (General Information)
1-800-265-6070 (Road Information)

District 1
P. O. Box 819
60 Keil Dr.
Chatham N7M 5L3
519-354-1400

District 2
P. O. Box 6008
659 Exeter Rd.
London N5V 2Y4
519-681-1441

District 5
P. O. Box 520
1450 Seventh Ave. E.
Owen Sound N4K 5R1
519-376-7350

District 3
P. O. Box 8
581 Huron St.
Stratford N5A 6S8
519-271-3550

and field offices. These include payroll and related items; processing of accounts for payment; maintaining cost records and budgets; purchasing of goods and/or services and appropriate stockkeeping; supply and service tenders; communications (telephone, teletype); recruitment, classifications, counselling of staff, etc.; newspaper advertising; a variety of support services including secretarial, typing, furniture and office equipment ordering and record maintenance, etc.. See this Ministry's Operations, Regional entry, MTC 60, for a list of regional and district offices.

OPERATIONS, REGIONAL CONSTRUCTION OFFICE

MTC 62

Through five Regional Construction Offices, the Ministry supervises contracts for the **construction** of new **highway** facilities and for rehabilitation and upgrading of the existing highways. The regional construction offices are located at this Ministry's five regional offices which are listed under the Operations, Regional entry, MTC 60.

OPERATIONS, REGIONAL DRIVERS AND VEHICLES OFFICE

MTC 63

Operations, Regional, Drivers and Vehicles Office provides driver examination, vehicle inspection and highway carrier enforcement programs through five regional and 12 district offices in the Province. The offices hold driver examination tests for various classifications of **drivers** of **motor vehicles** including **motorcycles** and for driver education instructors, and issue driver **licences** at 64 full-time centres and 98 travel points. Demerit system and driver improvement interviews are conducted at offices throughout the Province. The vehicle inspection function involves inspection of commercial motor vehicles, monitoring of **school** and non-commercial **bus** inspection, issuance of **safety** standard certificates, and operation of portable and permanent inspection lanes. Highway Carrier officers inspect commercial motor vehicles for compliance with weight and license legislation. Oversize/overweight **permits** are issued in districts on an annual, project and single-trip basis. The following is a list of the 5 regional offices and 12 district offices and the 64 full-time driver examination centres, arranged alphabetically by city or town.

CENTRAL REGION

Regional Office

5000 Yonge St.
North York M2N 6E9
416-224-7400

If long distance dial
1-800-268-7590 vehicle inquiry
1-800-268-0637 general inquiry

Vehicle Permits & Licences

1201 Wilson Ave.

Downsview M3M 1J8

416-248-7172

416-249-3303 driver
control enquiry (recording)

416-249-8571 driver
licensing enquiry (recording)

416-244-1115 vehicle
licensing (recording)

Oversize/Overweight Permits

2680 Keele St., Main Flr.

Downsview M3M 3E6

416-248-7405

Vehicle Inspection Lanes

262 Falstaff Ave.

Downsview M6L 2G1

416-248-3409

District Offices

District 21

773 Warden Ave.

Scarborough M1L 4C2

416-750-3407

(Regional Municipality of Durham, the Counties of Northumberland, Peterborough & Victoria & those portions of the Regional Municipality of York & Metropolitan Toronto, situated east of Highway 11 (Yonge St.)

Driver Licensing

416-751-4952

Bus & Truck Operations

Safety Inspection of Vehicles

416-750-3407

Vehicle Permits & Licences

Queen's Park: 416-965-2206

Oversize/Overweight Permits

416-750-3407

District 23

370 Kenora Ave. N.

Stoney Creek L8E 2W2

416-561-5921

(County of Brant, the former County of Haldimand & the Regional Municipalities of Halton, Hamilton-Wentworth and Niagara)

Driver Licensing

416-561-5921

Bus & Truck Operations

416-561-5926

Safety Inspection of Vehicles

416-561-5927

Vehicle Permits & Licences

416-561-5921

Oversize/Overweight Permits

Hamilton: 416-561-5921

St. Catharines: 416-685-6527

EASTERN REGION

Regional Office

355 Counter St.

Kingston K7L 5A3

613-544-2220

If long distance dial

1-800-267-0295

District Offices

District 41

355 Counter St.

Kingston K7L 5A3

613-544-2220

(Counties of Lennox, Addington, Hastings, Prince Edward, Frontenac, Leeds, Grenville, Stormont, Dundas & Glengarry)

District 42

1570 Walkley Rd.

Ottawa K1V 6P5

613-731-1760

(Counties of Lanark, Renfrew, Prescott, Russell and the Regional Municipality of Ottawa-Carleton)

Driver Licensing

613-731-1760

Bus & Truck Operations

Safety Inspection of Vehicles

Oversize/Overweight Permits

Vehicle Permits & Licences

613-731-6451

NORTHERN REGION

Regional Office

447 McKeown Ave.
P.O. Box 3030
North Bay P1B 8L2
705-472-7900
If long distance dial
1-800-461-9548

District Offices

District 51
447 McKeown Ave.
North Bay P1B 8L2
705-472-7900
(District of Parry Sound,
Nipissing, the District
Municipality of Muskoka & the
Provisional County of Haliburton)

District 52
83 Algonquin Blvd. W.
Timmins P4N 2R4
705-264-5349
(Districts of Timiskaming and
Cochrane, Sudbury, Manitoulin and
Eastern part of Algoma District
and the Regional Municipality
of Sudbury)

Driver Licensing
705-264-5349

Sudbury (Drivers & Vehicles)
705-566-0315

Bus & Truck Operations
Safety Inspection of Vehicles
Oversize/Overweight Permits
705-264-2239

NORTHWESTERN REGION

Regional Office

615 James St. S.
Box 1177, Station 'F'
Thunder Bay P7C 4X9
807-475-4291
If long distance dial
1-800-465-5032/3 (road information)
1-800-465-5034 (switchboard)
1-800-465-5035 (drivers & vehicles)

District Offices

District 62
808 Robertson St.
Box 2250
Kenora P9N 3X8
807-468-9715
(Districts of Kenora
& Rainy River)

Driver Licensing
Oversize/Overweight Permits
Bus & Truck Operations
Safety Inspection of Vehicles
807-468-9715

District 63
370 Lake St.
Sault Ste. Marie P6B 3L1
705-254-4365
(District of Algoma)

District 61
615 James St. S.
Thunder Bay P7C 4X9
807-475-4291
(District of Thunder Bay)

Vehicle Licensing
Driver Licensing
Oversize/Overweight Permits
Bus & Truck Operations
Safety Inspection of Vehicles
807-475-4291

Dryden Office
479 Government Rd.
P. O. Box 3000
Dryden P8N 3B3
807-223-3237

Fort Frances Office
621 Mowat Ave.
P. O. Box 536
Fort Frances P9A 3M8
807-274-6623

SOUTHWESTERN REGION

Regional Office

659 Exeter Rd.
P. O. Box 5338
London N6A 5H2
519-681-1441
If long distance dial
1-800-265-6072

District Offices

District 33
524 Belmont Ave. W.
Kitchener N2M 5E3
519-744-6340
(Counties of Huron, Perth,
Wellington, Bruce, Grey,
Dufferin, Simcoe and the Regional
Municipality of Waterloo)

Driver Licensing
519-744-6340

Bus & Truck Operations
519-744-1129

Safety Inspection of Vehicles
519-744-1120

Vehicle Permits & Licences
Stratford 519-271-0961

Oversize/Overweight Permits
Barrie: 705-726-1262
Kitchener: 519-744-6340

District 31
659 Exeter Rd.
London N6A 5H2
519-681-1441
(Counties of Elgin, Oxford,
Middlesex and the former County
of Norfolk)
Suspension Information
1-800-265-6073

Bus & Truck Operations
Safety Inspection of Vehicles
Oversize/Overweight Permits
Vehicle Permits & Licences
519-681-1441

District 32
2090 Wyandotte St. E.
Windsor N8Y 1E6
519-258-8312
(Counties of Essex,
Kent & Lambton)

Driver Licensing
Bus & Truck Operations
Safety Inspection of Vehicles
519-258-8312

Vehicle Permits & Licences
Chatham 519-352-6154

Oversize/Overweight Permits
Chatham: 519-352-6154
Sarnia: 519-542-7707/8
Windsor: 519-258-8312

DRIVER EXAMINATION CENTRES

800 Yonge St. S.
Aurora L4G 1M2
416-773-5019

64 Monck St., Box 300
Bancroft K0L 1C0
613-332-3230 Ext. 29

The Duckworth Plaza
353 Duckworth St.
Barrie L4M 3X8
705-726-1262

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220 Dundas St. E.
Belleville K8N 1E3
613-962-8661/2

John Rhodes Driver Examination Centre
7900 Airport Rd.
Brampton L6T 4N8
416-793-4336

14 Holiday Inn Dr.
P. O. Box 1554
Brantford N3T 5V6
519-756-5735/0290

44 Parkdale Ave.
Brockville K6V 3G8
613-342-9772/9

Towers Plaza
152 Plains Rd. W.
Burlington L7T 1E9
416-632-0446

261 Elgin St. N.
Box 123
Cambridge N1R 5S9
519-623-0550

Court House
Cayuga NOA 1E0
416-772-5302

62 Keil Dr. S.
Chatham N7M 3G8
519-352-6154

154 Beech St.
Clinton N0M 1L0
519-482-7831

19 Charles St.
Cobourg K9A 2T4
416-372-9415

50 Third Ave.
Bag 5000
Cochrane P0L 1C0
705-272-4333

120 Tollgate Rd. W.,
Cornwall K6J 5M3
613-933-8921/2

479 Government Rd.
P. O. Box 3000
Dryden P8N 3B3
807-223-3237

375 Station Rd.
Box 240
Espanola P0P 1C0
705-869-4884

621 Mowat Ave.
Box 536
Fort Frances P9A 1Z2
807-274-6623

Victoria Grange Plaza
25 Victoria Rd. N.
Guelph N1E 5G6
519-824-2790

370 Kenora Ave. N.
Stoney Creek L8E 2W2
416-561-5921

Mountain Plaza, Store U
673 Upper James St.
Hamilton L9C 5R9
416-389-2242/3

21 Nelson St.
Hawkesbury K6A 1L4
613-632-4638

6 Queen St.
Kapuskasing P5N 1G7
705-335-4290

808 Robertson St.
Box 2250
Ontario Government Bldg.
Kenora P9N 3X8
807-468-9715/5618

355 Counter St.
Kingston K7L 5A3
613-544-2220 Ext. 347

40-B Lebel Ave.
Kirkland Lake P2N 2Y5
 705-567-7911

524 Belmont Ave. W.
Kitchener N2M 5E3
 519-744-6340/1

89 Erie St. N.
Leamington N8H 2Z7
 519-326-2581

Ontario Government Bldg.
 322 Kent St. W., Rm. 133
Lindsay K9V 2Z9
 705-324-6431

659 Exeter Rd.
 Box 5338
London N6A 5H2
 519-681-2501 recording
 519-681-2503 direct line

578 King St.
Midland L4R 4P3
 705-526-9471

500 Rockley Rd.
 Box 1209
New Liskeard P0J 1P0
 705-647-5406

Stamford Green Plaza
 3483 Portage Rd. N.
Niagara Falls L2J 2K5
 416-356-0742

447 McKeown Ave.
 Box 3030
North Bay P1B 8L2
 705-472-7900 Ext. 329

Oaktown Plaza
 568 Kerr St.
Oakville L6K 3C7
 416-845-0451

70 First St., Ste. 101
Orangeville L9W 2E5
 519-941-6861

I.G.A. Plaza
 404 Lacie St.
Orillia L3V 4P5
 705-326-9293

67 Thornton Rd. S.
Oshawa L1J 5Y1
 416-728-7616/7505

1570 Walkley Rd.
Ottawa K1V 6P5
 613-731-1760

1450 Seventh Ave. E.
Owen Sound N4K 5R1
 519-376-2342/2343

513 Eganville Rd.
Pembroke K8A 4E6
 613-732-7041

164 Sherbrooke St.
Peterborough K9J 2N3
 705-745-2332

Rm. M1-20, Macdonald Block
Queen's Park, Toronto M7A 2A2
 416-965-6061

32 Duke Ave.
Renfrew K7V 3B9
 613-432-4556

512 Welland Ave.
St. Catharines L2M 5V5
 416-685-6527/8

1362 Lambton Mall Rd., Ste. 4
Sarnia N7S 5A1
 519-542-7707/8

370 Lake St.
Sault Ste. Marie P6B 3L1
 705-254-4365/6

773 Warden Ave.
Scarborough M1L 4C2
 416-751-4952

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599 Bank St.
Simcoe N3Y 3N3
519-426-6722

10 Church St. W.
Smiths Falls K7A 1P5
613-283-2815

581 Huron St.
Stratford N5A 5T8
519-271-0961

200 Metcalfe St. E.
Strathroy N7G 1P8
519-245-1020

Montrose Mall
782 LaSalle Blvd.
Sudbury P3A 1X4
705-566-0315

615 James St. S.
Box 1177, Station 'F'
Thunder Bay P7C 4X9
807-475-4291

56 Brook St. E.
Tillsonburg N4G 1Z6
519-842-5739

83 Algonquin Blvd. W.
Timmins P4N 2R4
705-264-5349

262 Falstaff Ave.
Toronto M6L 2G1
416-248-7211

82 Division St.
Trenton K8V 4W5
613-392-3346

220 Ridout St.
Walkerton N0G 2V0
519-881-3400

11B Second Ave.
Box 497
Wawa P0S 1K0
705-856-7086

A & P Plaza
325 Thorold St. W.
Welland L3C 3W4
416-732-3132

449 Main St. E.
Winchester K0C 2K0
613-774-2206

2090 Wyandotte St. E.
Windsor N8Y 1E6
519-258-8312

Springbank Shopping Plaza
212 Springbank Ave.
Woodstock N4S 7R3
519-539-2223

OPERATIONS, REGIONAL ENGINEERING AND RIGHT-OF-WAY OFFICE

MTC 64

An Engineering and Right-of-Way Office is located at each of the Ministry's five regional offices which are listed under the Operations, Regional entry, MTC 60. Each office manages all pre-construction engineering activities, **environmental assessment**, property acquisition and disposal required for the Ministry's **highway** improvement programs. The Planning and Design Section prepares preliminary designs and assessments of existing and future highway systems; prepares detailed project and contract designs; administers, directs and coordinates activities to ensure that detailed design contract packages conform to the Environmental Assessment Act; ensures compatibility of public and private developments with existing highway facilities and future improvements. The Surveys and Plans Section provides all engineering and land **surveys** and aerial **photograph** interpretation in the region. The Property Section acquires, manages, leases and sells the Ministry's **property** holdings. The Geotechnical Section conducts investigations and evaluations of existing **soil** conditions, recommends embankments and pavement designs, and

specifies retaining wall and culvert foundation capacities; identifies and tests aggregate sources suitable for use by ministry contractors. The Structural Section undertakes structural and **hydrological** designs.

OPERATIONS, REGIONAL MAINTENANCE OFFICE

MTC 65

The **Highway Maintenance Program** for all districts in the region is coordinated, approved and monitored through an office in each of the regional offices (see list under this Ministry's Operations, Regional entry, MTC 60). These offices manage **construction** and maintenance programs associated with patrol yards and buildings. Through their Traffic Section, they collect **traffic statistics**, conduct traffic operations studies, determine **road** information sign and traffic signal locations and provide traffic engineering services upon request from authorities external and internal to the Ministry.

OPERATIONS, REGIONAL MUNICIPAL ROADS OFFICE

MTC 66

This office approves and authorizes **financial assistance** to **municipalities** through the Ministry's municipal **road** programs, within policy guidelines as established by Head Office. A Municipal Roads Office is located at each of the Ministry's 18 district offices in the five regions which are listed under the Operations, Regional entry, MTC 60.

OPERATIONS, REGIONAL REMOTE NORTHERN TRANSPORTATION

MTC 67

615 James St. S.
P.O. Box 1177, Postal Station 'F'
Thunder Bay P7C 4X9
807-557-6451

This office, located in the northwestern regional headquarters, is responsible for the **construction** and ongoing maintenance of remote **airports** in **Northern Ontario**. For information on provincial policy on aviation matters, see this Ministry's Air Office entry, MTC 34.

OPERATIONS, REGIONAL RESOURCES PLANNING AND SCHEDULING

MTC 68

A Resources Planning and Scheduling Office is located at each of this Ministry's regional offices (see the Operations, Regional entry, MTC 60, for a list of regional offices). The offices provide **computer** services, staff training and development, **personnel** management and management **systems development** to each region. They coordinate the development of improvements to the **highway** system within the regions as part of the Provincial Highways Program. \$4AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or telecommunications branch.

ONTARIO HIGHWAY TRANSPORT BOARD

MTC 69

151 Bloor St. W., 10th Flr.
 Toronto M5S 2T5
 416-965-1845

The Ontario Highway Transport Board, a regulatory tribunal, approves issuance of and changes to **licences** for **bus** and **truck** for-hire services. It recommends to the Minister of Transportation and Communications, approval or rejection of transfers of operating licences and public vehicle tariffs. Operating licences are issued by the Minister of Transportation and Communications under the following Acts: Public Commercial Vehicles Act, Public Vehicles Act and the Motor Vehicle Transport Act, Canada. These acts require that for-hire bus and truck operators hold an operating licence.

ONTARIO TELEPHONE SERVICE COMMISSION

MTC 70

3625 Dufferin St., Ste. 200
 Downsview M3K 1Z2
 416-248-3831

The Ontario Telephone Service Commission (**OTSC**) is responsible for regulating the providers of **telephone** services under provincial jurisdiction, under the **Telephone Act**. There are 30 telephone systems under the jurisdiction of the Ontario Telephone Service Commission. Bell Canada is not under this jurisdiction; it reports to the Canadian Radio-Television and Telecommunications Commission (CRTC).

GO TRANSIT

MTC 71

TORONTO AREA TRANSIT OPERATING
AUTHORITY

555 Wilson Ave.
 Downsview M3H 5Y6
 416-630-5220

GO Transit is an inter-regional **transit** system serving Metro Toronto and the surrounding Regions of Durham, York, Peel, Halton and Hamilton-Wentworth. GO (for Government of Ontario) administers the system, and contract operators handle most of the day to day service: CN Rail and CP Rail for GO Train Service, and Gray Coach Lines, Travelways and Charterways for GO Bus service. For information on timetables and fares, phone the local GO Transit number (in Toronto, 630-3933). GO reports to the Legislature through the Minister of Transportation and Communications.

LICENCE SUSPENSION APPEAL BOARD

MTC 72

700 Bay St., 24th Flr.
 Toronto M5G 1Z6
 416-963-1583

The Board hears appeals: from persons whose **driver** or **vehicle licence** has been suspended under the **Highway Traffic Act, Section 27**; and concerning the refusal, revocation or conditions of **motor vehicle inspection station licences** under the **Highway Traffic Act, Section 58**.

ACTS

ACTS

MTC 73

The following is a list of Acts administered by the Ministry of Transportation and Communications. For information on which branches administer the Acts, see Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Airports Act
 Blue Waters Bridge Act
 Bridges Act
 Commuter Services Act
 Dangerous Goods Transportation Act, 1981
 Ferries Act
 Highway Traffic Act
 Local Roads Boards Act
 Ministry of Transportation and Communications Act
 Ministry of Transportation and Communications Creditors Payment Act
 Motorized Snow Vehicles Act
 Municipal Electric Railways Act
 Muskoka & Parry Sound Telephone Co., Limited Aquisition Act, 1978
 Off-Road Vehicles Act, 1983
 Ontario Highway Transport Board Act
 Ontario Telephone Development Corporation Act
 Ontario Transportation Development Corporation Act
 Public Commercial Vehicles Act
 Public Service Works on Highways Act
 Public Transportation and Highways Improvement Act
 Public Vehicles Act
 Railways Act
 Statute Labour Act (Part)
 Telephone Act
 Toll Bridges Act
 Toronto Area Transit Operating Authority Act
 Township of Pelee Act, 1978
 Urban Transportation Development Corporation Ltd. Act

MINISTRY OF TREASURY AND ECONOMICS

Frost Bldg. South

Queen's Park, Toronto M7A 1Y7

A Treasury department in Ontario was first established in 1867. Over the years it has been a part of various other government departments including Education, Commerce, Development and Federal and Provincial Relations. In 1972, certain sections of the Department of Municipal Affairs and the Department of Treasury and Economics were combined to form the Ministry of Treasury, Economics and Intergovernmental Affairs. The Ministry of Treasury and Economics was established under the Ministry of Treasury and Economics Act, 1978.

The Ministry of Treasury and Economics recommends fiscal, economic and regional policies within the Ontario government. The Ministry deals with taxation and fiscal policy (including development of the Provincial Budget), economic policy and analysis, regional economic development, provincial borrowing and accounting and statistical information.

DEPUTY MINISTER'S OFFICE

OFFICE OF LEGAL SERVICES

TREASURY 1

Frost Bldg. S., 5th Flr.

Queen's Park, Toronto M7A 1Y7

416-965-5239

Office of Legal Services provides legal services for the Ministry of Treasury and Economics. The office counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settling of claims, acting at court hearings, etc.. It is responsible to the Attorney General's Office.

ADMINISTRATION

AFFIRMATIVE ACTION PROGRAM

TREASURY 2

Frost Bldg. S., 5th Flr.

Queen's Park, Toronto M7A 1Y7

416-965-5446

Equality in employment for women crown employees is a policy of the Ontario government. Through its **Affirmative Action Program**, the ministry provides equal opportunity for employment, with special emphasis on training and promoting women into senior management; training women for technology-related occupations and increasing the number of women in occupational groups where they represent less than 30 per cent of the employees. The Affirmative Action office assists managers and employees with initiatives to meet these objectives.

COMMUNICATIONS SERVICES BRANCH

TREASURY 3

Frost Bldg. S., 5th Flr.

Queen's Park, Toronto M7A 1Y7

416-965-7171

Communications Services provide information services for the Ministry of Treasury and

Economics. The branch informs the public, client groups and the media about the ministry's activities. It establishes the ministry's communications policy, advises its branches on communications problems and provides communications support to the Treasurer and the Deputy. Its activities include media liaison, answering public inquiries, producing and distributing audio-visual materials, publications and news releases.

LIBRARY SERVICES BRANCH

TREASURY 4

Frost Bldg. N., Main Flr.
Queen's Park, Toronto M7A 1Y8
416-965-2314

Library Services Branch operates a **library** which has reference materials for use by this Ministry, the Ministry of Intergovernmental Affairs, Civil Service Commission, Management Board, and their agencies and, to a lesser extent, by other provincial and federal ministries. The library has one index which may be of interest to **municipalities** and the public: an index to **legislation** in the form of private acts in Ontario since 1867.

MANAGEMENT SERVICES BRANCH

TREASURY 5

Frost Bldg. S., 5th Flr.
Queen's Park, Toronto M7A 1Y7
416-965-5500

Management Services Branch coordinates, develops and monitors the Ministry's systems for the allocation and utilization of resources and its results-oriented system of management; monitors the Ministry's organization and conducts studies as required; coordinates the Ministry's relationships with the Management Board Secretariat.

ACCOUNTS AND OFFICE SERVICES BRANCH

TREASURY 6

1075 Bay St., 4th Flr.
Toronto M5S 2B1
416-965-4085

Accounts and Office Services Branch performs the accounting and office support (administrative services) for the Ministry of Treasury and Economics. It also provides the same services for the Niagara Escarpment Commission, Ministry of Intergovernmental Affairs, Ministry of Energy, Ontario Energy Board, Management Board Secretariat, Civil Service Commission, Cabinet Office and Office of the Premier.

The general accounting functions include sharing payroll functions with the Ministry's Personnel Branch; expense account services; accounts payable; financial liaison with the Provincial Auditor and other government ministries and agencies and data processing/systems services.

The administrative services include the purchasing of goods and services, supply management, printing, duplicating and word processing, mail and transportation, records management, assets management and the maintenance of policy and procedures manuals (e.g., Manual of Administration). The branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. The branch is also responsible for office safety supervision.

INTERNAL AUDIT SERVICES BRANCH

TREASURY 7

1075 Bay St., 4th Flr.
 Toronto M5S 2B1
 416-965-5123

Internal Audit Services Branch conducts comprehensive audits to provide a systematic, independent review and appraisal of all operations of the Ministry, its agencies and clients for the purpose of advising management with regard to the efficiency, economy and effectiveness of internal controls and management practices. Clients include the Ministry of Intergovernmental Affairs, Ministry of Energy, Management Board, Civil Service Commission, Niagara Escarpment Commission, Office of the Premier and Cabinet Office.

PERSONNEL BRANCH

TREASURY 8

1075 Bay St., 4th Flr.
 Toronto M5S 2B1
 416-965-6171

Personnel Branch performs the **personnel** functions for the Ministry of Treasury and Economics, the Ministry of Intergovernmental Affairs, the Ministry of Energy, the Ontario Energy Board, the Niagara Escarpment Commission, the Office of the Premier, Cabinet Office and parts of the Ministry of Skills Development. The branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. It is responsible for the establishment of ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all ministry employees, staff recruitment, employee counselling, the investigation of employee grievances and all matters affecting working conditions and performance. Personnel Branch maintains the ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet and the Ontario Public Service Employees Union (OPSEU).

TREASURY DIVISION

FINANCE MANAGEMENT BRANCH

TREASURY 9

Frost Bldg N., 2nd Flr.
 Queen's Park, Toronto M7A 1Y7
 416-965-2914

Finance Management Branch provides policy recommendations, implementation and **research** in **public finance** to ensure sound strategy and to maintain Ontario's status in capital markets; controls and manages the government's cash flows to ensure that obligations are met without default and that surplus funds are **invested**; provides direction for the Province's centralized financing policy and government **debt** management requirements including the issuance and retirement of Province of Ontario debt **securities** (**debentures** and **treasury bills**); coordinates overall debt policy for the public and non-public financing of the Province, Ontario Hydro and all boards, commissions and agencies utilizing the provincial guarantee.

FINANCIAL INFORMATION AND ACCOUNTING POLICY BRANCH

TREASURY 10

Frost Bldg. N., 2nd Flr.
Queen's Park, Toronto M7A 1Y7
416-965-5273

Financial Information and Accounting Policy Branch manages Ontario's requirements in overall government **accounting**, control and consolidated **public** and internal **financial** reporting. Specifically, it maintains records of all **Consolidated Revenue Fund** transactions; prepares reports for use by the Treasurer before the Legislature, the public and the financial community, e.g., **Public Accounts**, and prospectuses of **debentures**. The branch operates central financial information systems by analyzing and consolidating data on revenues, expenditures, budgets and forecasts. It provides all ministries and agencies with direction on financial transactions to ensure quality and comprehension of accounting and financial management policies; coordinates interministry effort on 'in-house' systems to ensure compatibility with central financial information systems and provides expertise on all accounting and financial matters as referred by Management Board and all ministries and agencies. It provides liaison with the **banking** community.

SECURITIES BRANCH

TREASURY 11

Frost Bldg. N., Main Flr.
Queen's Park, Toronto M7A 1Y7
416-965-6691
Toll-Free: 1-800-268-7098

Securities Branch acts as registrar and transfer agent of the provincial public **debt** issues, both domestic and foreign. The branch is responsible for the prompt payment of **interest** on the public debt; supplies **investors** with information on transfer requirements and arranges for complete service of **debentures** from issue to maturity. It also provides support for the programs of the Finance Management Branch in the **investments** of the Province and holds in safekeeping **securities** deposited with the Province by the public in accordance with the regulations of provincial legislation.

OFFICE OF THE BUDGET AND INTERGOVERNMENTAL FINANCE

PENSION AND INCOME SUPPORT POLICY BRANCH

TREASURY 12

Frost Bldg. S., 5th Flr.
Queen's Park, Toronto M7A 1Y7
416-965-2194

The branch is responsible for the formulation of Ontario's overall **pension** and income support policy. It undertakes and coordinates **research**, analysis and **policy** development in the pension and income support field within Treasury and Economics and when appropriate, across ministries.

INTERGOVERNMENTAL FINANCE POLICY BRANCH

TREASURY 13

Frost Bldg. S., 5th Flr.
Queen's Park, Toronto M7A 1Y7
416-965-3505

Activities of this branch centre around financial transfers from the federal government to

Ontario and from Ontario to its local governments. The branch monitors, analyzes and negotiates **federal-provincial** agreements and provides information and advice on trends in fiscal federalism. It monitors and coordinates the level and distribution of grants to **municipalities** and **school boards** and advises on specific grant issues. The branch provides a comprehensive perspective on each sector, as well as an integrated approach to financial issues involving all three levels of government.

FISCAL PLANNING POLICY BRANCH

TREASURY 14

Frost Bldg. S., 4th Flr.

Queen's Park, Toronto M7A 1Y7

416-965-5171

Fiscal Planning Policy Branch is responsible for the coordination and preparation of the Province's fiscal plan which is published annually in the **Budget** and updated quarterly in **Ontario Finances**.

TAXATION POLICY BRANCH

TREASURY 15

Frost Bldg. S., 4th Flr.

Queen's Park, Toronto M7A 1Y7

416-965-5058

The **Taxation** Policy Branch monitors the Ontario tax system and analyzes alternative tax options. It makes recommendations as to the appropriate level and mix of **taxation** in the Province of Ontario.

OFFICE OF ECONOMIC POLICY

SECTORAL AND REGIONAL POLICY BRANCH

TREASURY 16

Frost Bldg. N., 4th Flr.

Queen's Park, Toronto M7A 1Y7

416-965-6566

Sectoral and Regional Policy Branch provides **research**, policy options and support for provincial economic development policy, with particular emphasis on the development of regional and specific sectors of the Ontario economy. It coordinates negotiations with the federal government and with other Ontario ministries on cost shared agreements for **economic** development of the province; advises the province on **statistical** policy and represents the province in negotiations with Statistics Canada. The branch provides Treasury and other ministries with **statistical** information (965-0955) and **demographic** projections for policy development.

ECONOMIC POLICY BRANCH

TREASURY 17

Frost Bldg. N., 5th Flr.

Queen's Park, Toronto M7A 1Z1

416-965-2999

The Economic Policy Branch conducts **research** and develops **economic** policy strategies in the following areas: economic development; stabilization policy; medium term issues including energy, social issues, industrial and business policy; international and interprovincial trade; competition policy; human resources policy and short and medium term economic forecasts.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch.

ONTARIO MUNICIPAL EMPLOYEES RETIREMENT BOARD TREASURY 18

2 Bloor St. W., 27th Flr.

Toronto M4W 3E2

416-967-0637

Investment Department 416-967-3739

The Board administers the **Ontario Municipal Employees Retirement System (OMERS)** Act which provides **pension** plans for employees of municipalities and local boards in Ontario.

ONTARIO MUNICIPAL IMPROVEMENT CORPORATION TREASURY 19

Frost Bldg S., 5th Flr.

Queen's Park, Toronto, M7A 1Y7

416-965-2451

The **Ontario Municipal Improvement Corporation (OMIC)** was established in 1950. The Corporation may purchase debentures from smaller municipalities (under 20,000 population) or school boards on a last resort basis in the event of their being unable to sell to advantage elsewhere. The Corporation also provides advice to potential borrowers on public markets and the expectations of private investors. OMIC's lending rate varies periodically with market fluctuations. Contemporary rates are available on request.

STADIUM CORPORATION OF ONTARIO LIMITED TREASURY 20

277 Front St., W., Ste. 930

Toronto M5V 2X4

416-963-3513

The Stadium Corporation of Ontario is a Crown Corporation held in right of Her Majesty by the Treasurer of Ontario. It was set up in 1983 to arrange the financing and construction and to oversee the operation of a retractable-roof, multi-purpose **domed stadium**. The Corporation, which is headed by a board comprising 16 members and two honorary members, is also the stadium's majority shareholder. It is responsible for the day-to-day operations and procedures relating to all aspects of the new stadium.

TEACHERS' SUPERANNUATION COMMISSION TREASURY 21

190 Finch Ave. W.

Willowdale M2R 1M4

416-226-2700

The Commission provides **pensions** under the **Teachers' Superannuation Act** for **teachers** in elementary and secondary fields who hold a valid Ontario Teaching Certificate. These pensions are provided upon retirement or early retirement because of physical or mental disability. The commission is composed of five people appointed by the Treasurer and one member elected from each of the following: Ontario Public School Teachers' Feder-

ation, Ontario English Catholic Teachers' Association, Association des Enseignants Franco-Ontariens, Ontario Secondary School Teachers' Federation and the Federation of Women Teachers' Association of Ontario.

ACTS

ACTS

TREASURY 22

The following is a list of Acts administered by the Ministry of Treasury and Economics. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Audit Act

Farm Loans Act

Farm Loans Adjustment Act

Financial Administration Act

Gold Clauses Act

Inflation Restraint Act, 1982

Ministry of Treasury and Economics Act

Ontario Economic Council Act

Ontario Education Capital Aid Corporation Act

Ontario Loan Act

Ontario Municipal Employees Retirement System Act

Ontario Municipal Improvement Corporation Act

Ontario Universities Capital Aid Corporation Act

Public Sector Prices and Compensation Review Act, 1983

Statistics Act

Supply Act

MINISTER RESPONSIBLE FOR FRANCOPHONE AFFAIRS

OFFICE OF FRANCOPHONE AFFAIRS

FRANC AFF 1

Mowat Block, 6th Flr.

900 Bay St.

Toronto M7A 1C2

416-965-3865

The Office Of Francophone Affairs provides the policy framework for the development of French-language initiatives and services throughout the Ontario government. The Office is the prime advisor to the government, through the Minister Responsible for Francophone Affairs and the Premier, on the development and implementation of **French-language services** and on relations with the **Franco- Ontarian** community. The Office offers **grants** to assist community services or activities for francophones. It provides information in French on government programs and services through **Renseignements Ontario**, which can be reached by calling 1-800-268-7507 (toll free). If your area code is 807, call collect 416- 965-3865.

OFFICE DES AFFAIRES FRANCOPHONES

L'Office des Affaires Francophones est chargé de l'élaboration des politiques relatives au développement des initiatives et des services en français pour l'ensemble du gouvernement de l'Ontario. L'Office agit en tant que conseiller principal du gouvernement, par le biais du ministre délégué aux Affaires Francophones et du premier ministre, dans les domaines du développement et de la mise en oeuvre des services en français et des relations avec la population francophone de l'Ontario. L'Office accorde des subventions afin de contribuer aux services et aux activités communautaires à l'intention des francophones. Il offre également un service d'information en français sur les programmes et les services du gouvernement: Renseignements Ontario peut être rejoint en composant sans frais le 1-800-268-7507. Si votre indicatif régional est 807, composez à frais vif le 416-965-3865.

COUNCIL FOR FRANCO-ONTARIAN AFFAIRS

FRANC AFF 2

Mowat Block, 4th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1C2

416-965-0598, 965-9599 (collect calls accepted)

The **Council for Franco-Ontarian Affairs** is an advisory body which makes recommendations to Ontario government ministries (except the Ministry of Education) on matters affecting Franco-Ontarians. The 15 council members, including the full-time chairperson, are French speaking Ontarians, appointed by Order-in-Council for three year terms and who are representative of various professions and regions of the Province. The Council maintains close liaison with the **Franco-Ontarian** community, keeping well informed of Franco-Ontarians' expectations of, and needs for, government services in **French**. Constant communication is maintained with ministries concerning the formulation and implementation of policies affecting Franco-Ontarians. The Council conducts and/or initiates a wide variety of publications, **research** projects, conferences, meetings and seminars.

CONSEIL DES AFFAIRES FRANCO-ONTARIENNES (CAFO)

Le Conseil des Affaires franco-ontariennes est un organisme consultatif chargé par le

gouvernement ontarien de conseiller les ministres sur toute question dont leurs ministères respectifs sont responsables et qui affecte les Franco-Ontariens ainsi que sur toute question qu'il aura été chargé d'examiner par l'un des ministres, sauf pour ce qui a trait au domaine de l'éducation.

Le Conseil est composé de 15 membres et d'un président à plein temps nommés par le Lieutenant-gouverneur en Conseil. Ces membres, tous Franco- Ontariens, ne sont ni fonctionnaires, ni employés d'un organisme gouvernemental.

MINISTER RESPONSIBLE FOR NATIVE AFFAIRS

MINISTER RESPONSIBLE FOR NATIVE AFFAIRS

NAT AFF 1

18 King St., 18th Flr.
Toronto M5C 1C5
416-965-1664

Under Order-in-Council 1803/85, the Attorney General of Ontario is designated as the **Minister Responsible for Native Affairs**. His responsibilities are the following: to develop government-wide Native Affairs policy; to coordinate Native Affairs policy development, program delivery and special projects across ministries; to coordinate communications, negotiations and mediation processes in the Native Affairs area on behalf of the Province of Ontario and to monitor line ministry program development and program delivery affecting **Native people**.

By cabinet directive, the Minister Responsible for Native Affairs is designated as the Chairman of the **Cabinet Committee on Native Affairs (CCNA)**. CCNA serves as a forum for the review of Native Affairs issues and initiatives having government-wide implications. CCNA is comprised of the following Ministers: Attorney General and Minister Responsible for Native Affairs; Solicitor General and Minister of Correctional Services; Citizenship and Culture; Community and Social Services; Education; Health; Natural Resources; Northern Development and Mines; Colleges and Universities; and Skills Development.

The **Office of Native Affairs Policy** (416-965-4352) supports the Attorney General in his capacity as Minister Responsible for Native Affairs and as Chairman of the Cabinet Committee on Native Affairs.

MINISTER RESPONSIBLE FOR WOMEN'S ISSUES

ONTARIO ADVISORY COUNCIL ON WOMEN'S ISSUES

WOMEN 1

880 Bay St., 5th Flr.
Toronto M7A 1N3
416-965-5824

The Ontario Advisory Council on Women's Issues advises the Ontario Government, through the Minister Responsible for Women's Issues, on matters pertaining to the status of **women** in Ontario. Appointed by Order-in-Council, there are sixteen members. The council evaluates and monitors existing legislation, policies and programs related to the needs and status of **women**. It identifies specific areas requiring government attention; recommends legislation and program changes; consults with groups to stimulate public discussion, particularly in regions throughout Ontario and responds to requests from the Minister Responsible for Women's Issues for advice and consultation on matters relating to women. The Council reports annually to the Legislature through the Minister Responsible for Women's Issues.

ONTARIO WOMEN'S DIRECTORATE

WOMEN 2

Mowat Block, 4th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1C2
416-965-7805

The Ontario Women's Directorate, on behalf of the Ontario Government, coordinates and advises, through the Minister Responsible for Women's Issues, on the development, delivery and communication of programs and policies to enhance equal opportunity for **women** in Ontario.

ONTARIO WOMEN'S DIRECTORATE PROGRAM DEVELOPMENT BRANCH

WOMEN 3

Mowat Block, 4th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1C2
416-965-7785

The Program Development Branch of the Ontario Women's Directorate is responsible for the development and implementation of special projects benefitting women in Ontario. These include: **Open Doors** linking women employed in non-traditional careers with **students**; production of a **film** for schools entitled 'Here Today...Where Tomorrow?' and a community **grants** program for projects of benefit to women. These initiatives are designed to improve women's access to non-traditional and technology-related employment.

ONTARIO WOMEN'S DIRECTORATE CONSULTATIVE SERVICES BRANCH

WOMEN 4

Mowat Block, 4th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1C2
416-965-0564

The Consultative Services Branch is responsible for Ontario's employment equity poli-

cies and programs. Within the public service the branch is responsible for the development and coordination of the **Employment Equity Program**, formerly the **Affirmative Action Program** for **women** Crown employees. In the broader public sector, it assists in the implementation and review of the employment equity initiatives undertaken in hospitals, municipalities, school boards and universities. Consulting staff provide employers in the private sector with expertise to assist them in planning and implementing employment equity programs.

ONTARIO WOMEN'S DIRECTORATE FAMILY VIOLENCE INITIATIVES

WOMEN 5

Mowat Block, Rm. 528
900 Bay St.
Queen's Park, Toronto M7C 1C2
416-965-8260

The Family Violence Initiatives Unit in the Ontario Women's Directorate coordinates government responses to wife assault, develops initiatives, liaises with Federal out-of-province and inter-government ministries and community groups and originates and assesses community projects on **wife assault**. It develops and manages a major public education campaign involving television and radio commercials, print advertising, brochures, posters and regional conferences. Although counselling is not available, individuals are referred to appropriate sources. Information brochures and posters are available free of charge in both English and French.

ONTARIO WOMEN'S DIRECTORATE COMMUNICATIONS SECTION

WOMEN 6

Mowat Block, 4th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1C2
416-965-4801/7768

The Communications Section coordinates public information, media relations, publications, advertising, speeches, exhibits and special projects concerning **women** and the Directorate's activities. A resource centre on women's issues will loan films and slides and reference material is available to the public. General inquiry and information: 416-965-4801/7768.

ONTARIO WOMEN'S DIRECTORATE POLICY AND RESEARCH BRANCH

WOMEN 7

Mowat Block, 4th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1C2
416-965-7785

The Policy and Research Branch acts as a policy and strategy advisor to the Executive Director, The Minister Responsible for Women's Issues, and the Ontario Government on social, economic and legal issues that relate to **women**. The Branch conducts **research** and provides consultation on policy relating to **women's** issues to key Ministries within the **Ontario Public Service**.

ONTARIO WOMEN'S DIRECTORATE
FINANCE AND ADMINISTRATIVE SERVICES SECTION

WOMEN 8

Mowat Block, 4th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1C2

416-965-7785

Finance and Administrative Services Section coordinates a variety of financial and administrative services for the Ontario Women's Directorate. The section acts to provide payment services to suppliers and other ministries, maintains the financial and administrative systems, develops financial and administrative standards, reports on the financial condition of the Directorate and liaises with Management Board of Cabinet and the Ministry of Government Services.

Ministerial Responsibility for Acts

- Abandoned Orchards Act
(Agriculture & Food)
- Absconding Debtors Act (Attorney General)
- Absentees Act (Attorney General)
- Accidental Fires Act (Attorney General)
- Accumulations Act (Attorney General)
- Administration of Justice Act
(Attorney General)
- Age of Majority and Accountability Act (Attorney General)
- Agricultural Associations Act
(Agriculture & Food)
- Agricultural Committees Act
(Agriculture & Food)
- Agricultural Development Finance Act (Revenue)
- Agricultural Rehabilitation and Development Act (Ontario)
(Agriculture & Food)
- Agricultural Representatives Act
(Agriculture & Food)
- Agricultural Research Institute of Ontario Act (Agriculture & Food)
- Agricultural Societies Act
(Agriculture & Food)
- Agricultural Tile Drainage Installation Act (Agriculture & Food)
- Airports Act (Transportation & Communications)
- Alcoholism and Drug Addiction Research Foundation Act (Health)
- Algonquin Forestry Authority Act
(Natural Resources)
- Algonquin Provincial Park Extension Act, 1960-61 (Natural Resources)
- Aliens' Real Property Act (Attorney General)
- Ambulance Act (Health)
- An Act To Confirm the Title of the Government of Canada to Certain Lands and Indian Lands, 1915
(Natural Resources)
- An Act for the Settlement of Certain Questions Between the Governments of Canada and Ontario Respecting Indian Reserve Lands, 1891 (Natural Resources)
- Anatomy Act (Solicitor General)
- Anglican Church of Canada Act, 1979
(Attorney General)
- Animals for Research Act
(Agriculture & Food)
- Apportionment Act (Consumer & Commercial Relations)
- Apprenticeship and Tradesmen's Qualification Act (Skills Development)
- Arbitrations Act (Attorney General)
- Architects Act, 1984 (Attorney General)
- Archives Act (Citizenship & Culture)
- Art Gallery of Ontario Act
(Citizenship & Culture)
- Artificial Insemination of Livestock Act (Agriculture & Food)
- Arts Council Act (Citizenship & Culture)
- Assessment Act (Revenue)
- Assessment Review Board Act
(Attorney General)
- Assignments and Preferences Act
(Consumer & Commercial Relations)
- Athletics Control Act (Consumer & Commercial Relations)
- Audit Act (Treasury & Economics)
- Audit Act (Provincial Auditor)
- Bail Act (Attorney General)
- Bailiffs Act (Consumer & Commercial Relations)
- Barrie-Innisfil Annexation Act, 1981
(Municipal Affairs)
- Barrie-Vespra Annexation Act, 1984
(Municipal Affairs)
- Barristers Act (Attorney General)
- Beach Protection Act (Natural Resources)

- Beds of Navigable Waters Act
(Natural Resources)
- Beef Cattle Marketing Act
(Agriculture & Food)
- Bees Act (Agriculture & Food)
- Bills of Sale Act (Consumer &
Commercial Relations)
- Blind Persons' Rights Act (Attorney
General)
- Blind Workmen's Compensation Act
(Labour)
- Blue Waters Bridge Act
(Transportation &
Communications)
- Boilers and Pressure Vessels Act
(Consumer & Commercial
Relations)
- Boundaries Act (Consumer &
Commercial Relations)
- Brantford-Brant Annexation Act, 1980
(Municipal Affairs)
- Bread Sales Act (Consumer &
Commercial Relations)
- Bridges Act (Transportation &
Communications)
- Brock University Act, 1964 (Colleges
& Universities)
- Brucellosis Act (Agriculture & Food)
- Building Code Act (Housing)
- Bulk Sales Act (Attorney General)
- Bull Owners' Liability Act
(Agriculture & Food)
- Business Corporations Act, 1982
(Consumer & Commercial
Relations)
- Business Practices Act (Consumer &
Commercial Relations)
- Business Records Protection Act
(Attorney General)
- Canada Company's Lands Act, 1922
(Natural Resources)
- Cancer Act (Health)
- Cancer Remedies Act (Health)
- Carleton University Act, 1952
(Colleges & Universities)
- Cemeteries Act (Consumer &
Commercial Relations)
- Centennial Centre of Science and
Technology Act (Citizenship &
Culture)
- Central Trust Company Act, 1983
(Consumer & Commercial
Relations)
- Certification of Titles Act (Consumer
& Commercial Relations)
- Change of Name Act (Attorney
General)
- Charitable Gifts Act (Attorney
General)
- Charitable Institutions Act
(Community & Social Services)
- Charities Accounting Act (Attorney
General)
- Child and Family Services Act, 1984
(Community & Social Services)
- Child Welfare Municipal Payments
Continuance Act, 1976 (Community
& Social Services)
- Chiropody Act (Health)
- Children's Law Reform Act (Attorney
General)
- City of Cornwall Annexation Act,
1974 (Municipal Affairs)
- City of Gloucester Act, 1980
(Municipal Affairs)
- City of Hamilton Act, 1975 (Municipal
Affairs)
- City of Hazeldean-March Act, 1978
(Municipal Affairs)
- City of Nepean Act, 1978 (Municipal
Affairs)
- City of Ottawa Road Closing &
Conveyance Validation Act, 1981
(Municipal Affairs)
- City of Port Colborne Act, 1974
(Municipal Affairs)
- City of Sudbury Hydro-Electric
Service Act, 1980 (Municipal
Affairs)
- City of Thorold Act, 1975 (Municipal
Affairs)
- City of Thunder Bay Act, 1968-69
(Municipal Affairs)

- City of Timmins-Porcupine Act, 1972
(Municipal Affairs)
- City of Toronto 1981 Assessment
Complaints Act, 1982 (Revenue)
- Collection Agencies Act (Consumer &
Commercial Relations)
- Colleges Collective Bargaining Act
(Colleges & Universities)
- Commercial Tenancies Act (Requires
Proclamation) (Attorney General)
- Commissioners for taking Affidavits
Act (Attorney General)
- Commodity Board Members Act
(Agriculture & Food)
- Commodity Boards and Marketing
Agencies Act (Agriculture & Food)
- Commodity Futures Act (Consumer &
Commercial Relations)
- Community Psychiatric Hospitals Act
(Health)
- Community Recreation Centres Act
(Tourism & Recreation)
- Commuter Services Act
(Transportation &
Communications)
- Compensation for Victims of Crime
Act (Attorney General)
- Compulsory Automobile Insurance
Act (Consumer & Commercial
Relations)
- Condominium Act (Consumer &
Commercial Relations)
- Conservation Authorities Act
(Natural Resources)
- Consolidated Hearings Act, 1981
(Environment)
- Construction Lien Act, 1983 (Attorney
General)
- Consumer Protection Act (Consumer
& Commercial Relations)
- Consumer Protection Bureau Act
(Consumer & Commercial
Relations)
- Consumer Reporting Act (Consumer
& Commercial Relations)
- Conveyancing and Law of Property
Act (Attorney General)
- Cooperative Corporations Act
(Consumer & Commercial
Relations)
- Cooperative Loans Act (Agriculture
& Food)
- Coroners Act (Solicitor General)
- Corporation Securities Registration
Act (Consumer & Commercial
Relations)
- Corporations Act (Consumer &
Commercial Relations)
- Corporations Information Act
(Consumer & Commercial
Relations)
- Corporations Tax Act (Revenue)
- Costs of Distress Act (Attorney
General)
- County of Haliburton Act, 1982
(Municipal Affairs)
- County of Oxford Act (Municipal
Affairs)
- Courts of Justice Act, 1984 (Attorney
General)
- Creditors' Relief Act (Attorney
General)
- Credit Unions and Caisses Populaires
Act (Consumer & Commercial
Relations)
- Crop Insurance Act Ontario
(Agriculture & Food)
- Crown Administration of Estates Act
(Attorney General)
- Crown Agency Act (Attorney
General)
- Crown Attorneys Act (Attorney
General)
- Crown Employees Collective
Bargaining Act (Labour)
- Crown Timber Act (Natural
Resources)
- Crown Trust Company Act, 1983
(Consumer & Commercial
Relations)
- Crown Witnesses Act (Attorney
General)
- Dangerous Goods Transportation
Act, 1981 (Transportation &
Communications)

- Day Nurseries Act (Community & Social Services)
- Dead Animal Disposal Act (Agriculture & Food)
- Debt Collectors Act (Consumer & Commercial Relations)
- Dental Technicians Act (Health)
- Denture Therapists Act (Health)
- Deposits Regulation Act (Consumer & Commercial Relations)
- Development Corporations Act, 1984 (Industry, Trade & Technology)
- Developmental Services Act (Community & Social Services)
- Discriminatory Business Practices Act (Consumer & Commercial Relations)
- Disorderly Houses Act (Attorney General)
- District Municipality of Muskoka Act (Municipal Affairs)
- District of Parry Sound Local Government Act, 1979 (Municipal Affairs)
- District Welfare Administration Boards Act (Community & Social Services)
- Dog Licensing and Livestock and Poultry Protection Act (Agriculture & Food)
- Dog Owner's Liability Act (Attorney General)
- Drainage Act (Agriculture & Food)
- Drugless Practitioners Act (Health)
- Edible Oil Products Act (Agriculture & Food)
- Education Act (Education)
- Egress from Public Buildings Act (Solicitor General)
- Elderly Persons Centres Act (Community & Social Services)
- Elderly Persons' Housing Aid Act (Housing)
- Election Finances Reform Act (Commission on Election Contributions & Expenses)
- Elevating Devices Act (Consumer & Commercial Relations)
- Emergency Plans Act, 1983 (Solicitor General)
- Employment Agencies Act (Labour)
- Employment Standards Act (Labour)
- Endangered Species Act (Natural Resources)
- Energy Act (Consumer & Commercial Relations)
- Environmental Assessment Act (Environment)
- Environmental Protection Act (Environment)
- Escheats Act (Attorney General)
- Essex County French-language Secondary School Act, 1977 (Education)
- Estates Administration Act (Attorney General)
- Evidence Act (Attorney General)
- Execution Act (Attorney General)
- Executive Council Act (Premier's Office)
- Expropriations Act (Attorney General)
- Extra-Provincial Corporations Act, 1984 (Consumer & Commercial Relations)
- Factors Act (Consumer & Commercial Relations)
- Family Benefits Act (Community & Social Services)
- Family Law Reform Act (Attorney General)
- Farm Income Stabilization Act (Agriculture & Food)
- Farm Loans Act (Treasury & Economics)
- Farm Loans Adjustment Act (Treasury & Economics)
- Farm Products Containers Act (Agriculture & Food)
- Farm Products Grades and Sales Act (Agriculture & Food)
- Farm Products Marketing Act (Agriculture & Food)

- Farm Products Payments Act
(Agriculture & Food)
- Ferries Act (Transportation & Communications)
- Financial Administration Act
(Treasury & Economics)
- Fines and Forfeitures Act (Attorney General)
- Fire Accidents Act (Solicitor General)
- Fire Departments Act (Solicitor General)
- Fire Fighters Exemption Act (Solicitor General)
- Fire Marshals Act (Solicitor General)
- Fish Inspection Act (Natural Resources)
- Fisheries Act (Canada-Ontario Fishery Regulations) (Natural Resources)
- Fisheries Loans Act (Natural Resources)
- Flag Act (Government Services)
- Floral Emblem Act (Government Services)
- Fluoridation Act (Health)
- Foreign Cultural Objects Immunity from Seizure Act (Citizenship & Culture)
- Forest Fires Prevention Act (Natural Resources)
- Forest Tree Pest Control Act (Natural Resources)
- Forestry Act (Natural Resources)
- Fraudulent Conveyances Act
(Attorney General)
- Fraudulent Debtors Arrest Act
(Attorney General)
- Freshwater Fish Marketing Act
(Ontario) (Natural Resources)
- Frustrated Contracts Act (Attorney General)
- Fuel Tax Act, 1981 (in force Sept. 1, 1982) (Revenue)
- Funeral Services Act (Health)
- Fur Farms Act (Agriculture & Food)
- Game and Fish Act (Natural Resources)
- Gaming Act (Attorney General)
- Gananoque Lands Act, 1961-62
(Natural Resources)
- Gas and Oil Leases Act (Natural Resources)
- Gasoline Handling Act (Consumer & Commercial Relations)
- Gasoline Tax Act (Revenue)
- General Welfare Assistance Act
(Community & Social Services)
- George R. Gardiner Museum of Ceramic Art Act, 1981 (Citizenship & Culture)
- Gold Clauses Act (Treasury & Economics)
- Government Contracts Hours and Wages Act (Labour)
- Grain Elevator Storage Act
(Agriculture & Food)
- Guarantee Companies Securities Act
(Consumer & Commercial Relations)
- Habeas Corpus Act (Attorney General)
- Healing Arts Radiation Protection Act (Health)
- Health Disciplines Act (Health)
- Health Facilities Special Orders Act, 1983 (Health)
- Health Insurance Act (Health)
- Health Protection and Promotion Act, 1983 (Health)
- Highway Traffic Act (Transportation & Communications)
- Historical Parks Act (Tourism & Recreation)
- Homemakers and Nurses Services Act
(Community & Social Services)
- Homes for Retarded Persons Act
(Community & Social Services)
- Homes for Special Care Act (Health)
- Homes for the Aged and Rest Homes Act (Community & Social Services)
- Horticultural Societies Act
(Agriculture & Food)
- Hospital Labour Disputes Arbitration Act (Labour)

- Hospitals and Charitable Institutions Inquiries Act (Attorney General)
- Hotel Fire Safety Act (Solicitor General)
- Hotel Registration of Guests Act (Attorney General)
- Housing Development Act (Housing)
- Human Rights Code, 1981 (Labour)
- Human Tissue Gift Act (Solicitor General)
- Hunter Damage Compensation Act (Agriculture & Food)
- Hypnosis Act (Health)
- IDEA Corporation Act, 1981 (Industry, Trade & Technology)
- Immunization of School Pupils Act, 1982 (Health)
- Income Tax Act (Revenue)
- Indian Welfare Services Act (Community & Social Services)
- Industrial and Mining Lands Compensation Act (Natural Resources)
- Industrial Standards Act (Labour)
- Inflation Restraint Act, 1982 (Treasury & Economics)
- Innkeepers Act (Attorney General)
- Insurance Act (Consumer & Commercial Relations)
- International Bridges Municipal Payments Act, 1981 (Municipal Affairs)
- Interpretation Act (Attorney General)
- Interprovincial Subpoenas Act (Attorney General)
- Investment Contracts Act (Consumer & Commercial Relations)
- Jewish Family and Child Services of Metropolitan Toronto Act (Community & Social Services)
- Judicial Review Procedure Act (Attorney General)
- Junior Farmers Establishment Act (Agriculture & Food)
- Juries Act (Attorney General)
- Justices of the Peace Act (Attorney General)
- Laboratory and Specimen Collection Centre Licencing Act (Health)
- Labour Relations Act (Labour)
- Lac Seul Conservation Act, 1928 (Natural Resources)
- Lake of the Woods Control Board Act, 1922 (Natural Resources)
- Lake Superior Board of Education Act (Education)
- Lakehead University Act, 1965 (Colleges & Universities)
- Lakes and Rivers Improvement Act (Natural Resources)
- Land Registration Reform Act, 1984 (Consumer & Commercial Relations)
- Land Titles Act (Consumer & Commercial Relations)
- Land Transfer Tax Act (Revenue)
- Landlord and Tenant Act—see Commercial Tenancies Act (Attorney General)
- Laurentian University of Sudbury Act, 1960 (Colleges & Universities)
- Law Society Act (Attorney General)
- Legal Aid Act (Attorney General)
- Legislative Assembly Act (Office of the Assembly)
- Legislative Assembly Retirement Allowances Act, 1973 (Office of the Assembly)
- Libel and Slander Act (Attorney General)
- Lieutenant Governor Act (Premier's Office)
- Lightning Rods Act (Solicitor General)
- Limitations Act (Attorney General)
- Limited Partnerships Act (Consumer & Commercial Relations)
- Line Fences Act (Municipal Affairs)
- Liquor Control Act (Consumer & Commercial Relations)
- Liquor Licence Act (Consumer & Commercial Relations)

- Livestock and Livestock Products Act (Agriculture & Food)
- Livestock Branding Act (Agriculture & Food)
- Livestock Community Sales Act (Agriculture & Food)
- Livestock Medicines Act (Agriculture & Food)
- Loan and Trust Corporations Act (Consumer & Commercial Relations)
- Local Improvement Act (Municipal Affairs)
- Local Roads Boards Act (Transportation & Communications)
- Local Services Boards Act (Northern Development & Mines)
- Lord's Day (Ontario) Act (Attorney General)
- Management Board of Cabinet Act, 1971 (Management Board of Cabinet)
- Manitoba-Ontario Lake St. Joseph Diversion Agreement
- Authorization Act, 1958 (Natural Resources)
- Marine Insurance Act (Consumer & Commercial Relations)
- Marriage Act (Consumer & Commercial Relations)
- Massey-Ferguson Limited Act, 1981 (Industry, Trade & Technology)
- Master and Servant Act (Attorney General)
- McMaster University Act, 1957 (Colleges & Universities)
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- Mechanics' Lien Act (Attorney General)
- Mental Health Act (Health)
- Mental Hospitals Act (Health)
- Mental Incompetency Act (Attorney General)
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- Mineral Emblem Act (Natural Resources)
- Mining Act (Northern Development & Mines)
- Mining Tax Act (Northern Development & Mines)
- Ministry of Agriculture and Food Act (Agriculture & Food)
- Ministry of the Attorney General Act (Attorney General)
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- Ministry of Colleges and Universities Act (Colleges & Universities)
- Ministry of Community and Social Services Act (Community & Social Services)
- Ministry of Consumer and Commercial Relations Act (Consumer & Commercial Relations)
- Ministry of Correctional Services Act, as amended (Correctional Services)
- Ministry of Energy Act (Energy)
- Ministry of the Environment Act (Environment)
- Ministry of Government Services Act, R.S.O. 1980 and Amendments (Government Services)
- Ministry of Health Act (Health)
- Ministry of Industry, Trade and Technology Act, 1982 (Industry, Trade & Technology)
- Ministry of Intergovernmental Affairs Act (Intergovernmental Affairs)
- Ministry of Labour Act (Labour)

- Ministry of Municipal Affairs and Housing Act, 1981 (Municipal Affairs, Housing)
- Ministry of Natural Resources Act (Natural Resources)
- Ministry of Northern Affairs Act (Northern Development & Mines)
- Ministry of Revenue Act (Revenue)
- Ministry of the Solicitor General Act (Solicitor General)
- Ministry of Tourism & Recreation Act, 1982 (Tourism & Recreation)
- Ministry of Transportation and Communications Act (Transportation & Communications)
- Ministry of Transportation and Communications Creditors Payment Act (Transportation & Communications)
- Ministry of Treasury and Economics Act (Treasury & Economics)
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- Moosonee Development Area Board Act (Municipal Affairs)
- Mortgage Brokers Act (Consumer & Commercial Relations)
- Mortgages Act (Attorney General)
- Motor Vehicle Accident Claims Act (Consumer & Commercial Relations)
- Motor Vehicle Dealers Act (Consumer & Commercial Relations)
- Motor Vehicle Fuel Tax Act (see Fuel Tax Act, 1981) (Revenue)
- Motorized Snow Vehicles Act (Transportation & Communications)
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- Municipal Affairs Act (Municipal Affairs)
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- Municipal Boundary Negotiations Act, 1981 (Municipal Affairs)
- Municipal Conflict of Interest Act, 1983 (Municipal Affairs)
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- Municipal Elections Act (Municipal Affairs)
- Municipal Electric Railways Act (Transportation & Communications)
- Municipal Franchises Act (Municipal Affairs)
- Municipal Health Services Act (Health)
- Municipal Interest and Discount Rates Act, 1982 (Municipal Affairs)
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- Municipal Subsidies Adjustment Repeal Act, 1976 (Municipal Affairs)
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- Municipal Unemployment Relief Act (Municipal Affairs)
- Municipal Works Assistance Act (Municipal Affairs)
- Municipality of Metropolitan Toronto Act (Municipal Affairs)
- Municipality of Shuniah Act, 1936 (Municipal Affairs)
- Muskoka & Parry Sound Telephone Co. Limited Acquisition Act, 1978 (Transportation & Communications)
- National Radio Observatory Act, 1962-63 (Natural Resources)
- Negligence Act (Attorney General)
- Niagara Escarpment Planning & Development Act (Municipal Affairs)

- Niagara Parks Act (Tourism & Recreation)
- Non-resident Agricultural Land Interests Registration Act (Agriculture & Food)
- North Georgian Bay Recreational Reserve Act, 1962-63 (Natural Resources)
- North Pickering Development Corporation Act, 1974 (Housing)
- Notaries Act (Attorney General)
- Nursing Homes Act (Health)
- Occupational Health and Safety Act (Labour)
- Occupiers' Liability Act (Attorney General)
- Official Notices Publication Act (Government Services)
- Off-Road Vehicles Act, 1983 (Transportation & Communications)
- Oleomargarine Act (Agriculture & Food)
- Ombudsman Act, 1975 (Office of the Ombudsman)
- One Day's Rest in Seven Act (Labour)
- Ontario Agricultural Museum Act (Agriculture & Food)
- Ontario College of Art Act, 1968-69 (Colleges & Universities)
- Ontario Credit Union League Limited Act, 1972 (unconsolidated and unrepealed) (Consumer & Commercial Relations)
- Ontario Deposit Insurance Corporation Act (Consumer & Commercial Relations)
- Ontario Economic Council Act (Treasury & Economics)
- Ontario Education Capital Aid Corporation Act (Treasury & Economics)
- Ontario Educational Communications Authority Act (Citizenship & Culture)
- Ontario Energy Board Act (Energy)
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- Ontario Food Terminal Act (Agriculture & Food)
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- Ontario Pensioners Property Tax Assistance Act (Revenue)
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- Ontario Waste Management Corporation Act, 1981 (Environment)
- Ontario Water Resources Act (Environment)
- Ontario Water Resources Act, subsections 44 (2) (a), (b) and (c) and sections 45 to 48 inclusive (Housing)
- Ontario Youth Employment Act (Skills Development)
- Operating Engineers Act (Consumer & Commercial Relations)
- Ophthalmic Dispensers Act (Health)
- Osgoode Hall Law School Scholarships Act, 1968-69 (Colleges & Universities)
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- Power Corporation Insurance Act (Energy)
- Powers of Attorney Act (Attorney General)
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- Prepaid Hospital and Medical Services Act (Consumer & Commercial Relations)

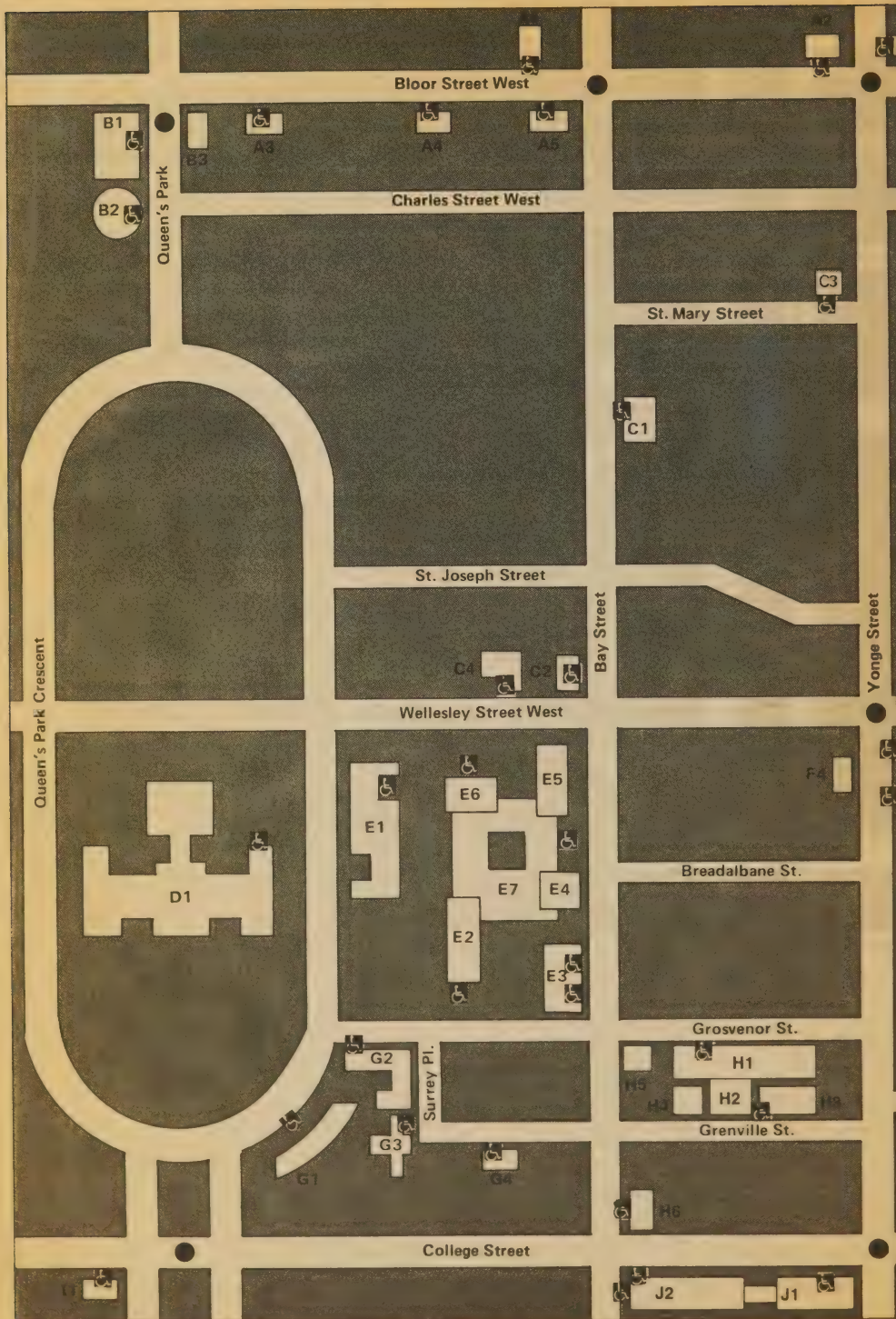
- Private Hospitals Act (Health)
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- Regional Municipality of
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- Representation Act (Premier's Office)
- Research Foundation Act, 1944
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- Residential Complexes Financing
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- Revised Statutes Confirmation Act,
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amended (Citizenship & Culture)
- Road Access Act (Municipal Affairs)
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- Rural Housing Assistance Act
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- Sale of Goods Act (Attorney General)
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- School Trust Conveyances Act
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- Securities Act (Consumer &
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- Seed Potatoes Act (Agriculture &
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- Settled Estates Act (Attorney
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- Sheep and Wool Marketing Act, 1981
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- Shoreline Property Assistance Act
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- Statistics Act (Treasury & Economics)
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- Stock Yards Act (Agriculture & Food)
- Succession Duty Act Supplementary Provisions Act, 1980 (Revenue)
- Succession Law Reform Act
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- Successor Rights (Crown Transfers Act), 1977 (Management Board of Cabinet)
- Sunnybrook Hospital Act, 1966
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- Superannuation Adjustment Benefits Act (Management Board of Cabinet)
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- Surveys Act (Natural Resources)
- Tax Sales Confirmation Act, 1974
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- Tile Drainage Act (Agriculture & Food)
- Time Act (Attorney General)
- Tobacco Tax Act (Revenue)
- Toll Bridges Act (Transportation & Communications)
- Tom Longboat Act, 1980 (Municipal Affairs)
- Topsoil Preservation Act (Agriculture & Food)
- Toronto Area Transit Operating Authority Act (Transportation & Communications)
- Toronto District Heating Corporation Act, 1980 (Municipal Affairs)
- Toronto Futures Exchange Act, 1983
(Consumer & Commercial Relations)
- Toronto Stock Exchange Act, 1982
(Consumer & Commercial Relations)
- Tourism Act (Tourism & Recreation)
- Town of Wasaga Beach Act, 1973
(Municipal Affairs)
- Township of North Plantagenet Act, 1976 (Municipal Affairs)
- Township of Pelee Act, 1978
(Transportation & Communications)
- Travel Industry Act (Consumer & Commercial Relations)
- Trees Act (Natural Resources)
- Trent University Act, 1962-63
(Colleges & Universities)
- Trespass to Property Act (Attorney General)
- Trustee Act (Attorney General)
- Unclaimed Articles Act (Consumer & Commercial Relations)
- Unconscionable Transactions Relief Act (Attorney General)
- University Expropriation Powers Act
(Attorney General)

- University of Guelph Act, 1964
(Colleges & Universities)
- University of Ottawa Act, 1965
(Colleges & Universities)
- University of Toronto Act, 1971
(Colleges & Universities)
- University of Waterloo Act, 1972
(Colleges & Universities)
- University of Western Ontario Act,
1967 (Colleges & Universities)
- University of Windsor Act, 1962-63
(Colleges & Universities)
- Upholstered and Stuffed Articles Act
(Consumer & Commercial
Relations)
- Urban Transportation Development
Corporation Ltd. Act
(Transportation &
Communications)
- Variation of Trusts Act (Attorney
General)
- Vendors and Purchasers Act
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- Veterinarians Act (Agriculture &
Food)
- Vital Statistics Act (Consumer &
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- Vocational Rehabilitation Services
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- War Veterans Burial Act (Health)
- Warehouse Receipts Act (Attorney
General)
- Warehousemen's Lien Act (Attorney
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- Wharfs and Harbours Act (Municipal
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- Wild Rice Harvesting Act (Natural
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- Wilfred Laurier University Act, 1973
(Colleges & Universities)
- Wine Content Act (Consumer &
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- Woodlands Improvement Act
(Natural Resources)
- Woodmen's Employment Act
(Natural Resources)
- Woodmen's Lien for Wages Act
(Natural Resources)
- Workers' Compensation Act (Labour)
- Workmen's Compensation Insurance
Act (Labour)
- York University Act, 1965 (Colleges
& Universities)
- Young Offenders Implementation
Act, 1984 (Community & Social
Services)

QUEEN'S PARK AREA MAP



QUEEN'S PARK AREA MAP



Queen's Park and Vicinity

Legend

- 2 Bloor St. E.
- 2 Bloor St. W.
- 151 Bloor St. W.
- 101 Bloor St. W.
- 77 Bloor St. W.
- 80 Bloor St. W.
- 100 Queen's Park (Royal Ontario Museum)
- 100 Queen's Park (Planetarium)
- 125 Queen's Park (Q.P. Entrance)
- (Ombudsman Office)
- 157 Bloor St. W.
- (Bloor St. Entrance)(Public Complaints Commission)
- 1075 Bay St. (The Citadel)
- 56 Wellesley St. W. (Suncor)
- 10 St. Mary St.
- 62 Wellesley St. W.

Key



Subway



Wheelchair Access

- D1 - 111 Wellesley St. W. (Legislative Building)
- E1 - 99 Wellesley St. W. (Whitney Block)
- E2 - 80 Grosvenor St. (Hepburn Block)
- E3 - 880 Bay St. - 50 Grosvenor St.
- E4 - 900 Bay St. (Mowat Block)
- E5 - 900 Bay St. (Hearst Block)
- E6 - 77 Wellesley St. W. (Ferguson Block)
- E7 - 900 Bay St. (MacDonald Block)
- F1 - 10 Wellesley St. E.
- F2 - 555 Yonge St.
- F3 - 543 Yonge St.
- F4 - 558 Yonge St.
- G1 - 7 Queen's Park Cr. (Frost Building South)
- G2 - 95 Grosvenor St. (Frost Building North)

- G3 - 2 Surrey Place
- G4 - 77 Grenville St. (Archives of Ontario)
- H1 - 25 Grosvenor St. (George Drew)
- H2 - 26 Grenville St. (Coroner's Office)
- H3 - 18 Grenville St. (Q.P. Credit Union)
- H4 - 34 Grenville St.
- H5 - 863 Bay St.
- H6 - 801 Bay St.
- I1 - 700 University Ave. (Ont. Hydro)
- I2 - 620 University Ave. (Old Hydro Bldg.)(Office of Legislative Services)
- I3 - 500 University Ave. (Supreme Court Reporter's Office)(Ontario Manpower Commission)
- J1 - 444 Yonge St. (Provincial and Small Claims Courts)

- J2 - 777 Bay Street (College Park)
- J3 - 700 Bay Street (LuCliff Place)
- L1 - 454 University Ave.
- L2 - 434 University Ave.
- L3 - 400 University Ave. (Travelers Tower)
- L4 - 180 Dundas St. W.
- L5 - Atrium on Bay
- L6 - 439 University Ave.
- M1 - 361 University Ave. (Court House)
- M2 - 130 Queen St. W. (Osgoode Hall)
- M3 - 145 Queen St. W.
- M4 - 60 Queen St. W. (Old City Hall)
- M5 - 20 Queen St. W.

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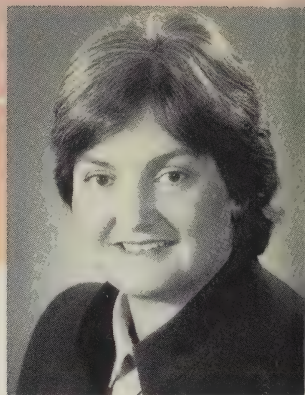
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Ontario

Ministry of
Government
Services



KWIC Index to Services of Your Ontario Government

The *KWIC Index* is produced to ensure that the public has continuing access to information about Ontario government programs and services. With its companion volume, the *Government of Ontario Telephone Directory*, it provides details about information sources within the government. In each ministry and agency, helpful and knowledgeable staff are prepared to answer questions in detail.

In addition to making it easier for the public to find out where to get information, the Ontario government is committed to improving the availability and quality of its services in all areas across the province.

Advancements in northern Ontario are one example of this commitment. Services there are steadily expanding, particularly in health care, communications, transportation, and economic development. Some of these initiatives are illustrated on our cover.

Putting together a reference guide like the *KWIC Index* requires contributions from a great many people. I would like to thank everyone who helped the Ministry of Government Services make this publication as complete and useful as possible. I am sure that readers will find it a valuable tool.

The Honourable Elinor Caplan
Minister of Government Services

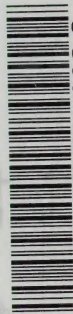
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